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The History of Canada's National Student Travel Bureau

In 1970, the Association of Student Councils (AOSC) decided that Canadian students needed their own national student travel bureau. That was the origin of TRAVEL CUTS.

The new travel bureau operated from 1970 to 1974 as a branch of the AOSC, and in 1974 became a company in its own right - Canadian Universities Travel Service Ltd., a wholly owned subsidiary of the AOSC.

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A variety of flights at the lowest available prices: round trips, one ways, and open returns. TRAVEL CUTS is the expert in London, the 'Gateway to Europe'. For destinations in Europe and beyond, it's often cheapest to fly to London and take a connecting flight from there.



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TRAVEL CUTS

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TRAVEL CUTS offers a series of student charters at Christmas between Vancouver, Edmonton, Toronto and other major Canadian cities. For the best price going home for Christmas, contact your nearest office.

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Learn French in Paris, Italian in Florence, Spanish in Madrid, German in Zurich, many other cities to choose from. Courses are at all levels, with immersion programs ranging from three to 13 weeks at very affordable rates.



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You can work for a summer in Britain, Ireland, Belgium or New Zealand.

A unique cultural and work experience - and a very economical way to spend some extended time abroad.

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For these cities - the most popular student travel destinations next to London - TRAVEL CUTS offers special flight programs featuring: the lowest available fares, confirmed reservations, and open return tickets allowing you to stay as long as you wish up to one year.

Worldwide Student Flights

With a valid ISIC, you can fly between overseas cities at substantial student-only savings. These flights are available in Canada only through TRAVEL CUTS. Flights are offered between Europe, the Near East, India, Southeast Asia, Japan and Australia.



TRAVEL CUTS OTTAWA
4th Level University
Carleton University
Ottawa Ontario K1S 5B6
613 238-5493

Welcome to Survival

Attending university, especially during the first few weeks, may be confusing to say the least. It is hoped that this publication will ease the frustration that may be present when dealing with unfamiliar bureaucracies.

You will find that *Survival* is a handy reference guide that can provide a great deal of information. What counselling services are provided by Health Services? When and where do the Carleton Varsity teams compete? How does one proceed with an academic appeal or review of grade? How does the Landlord and Tenant Act protect students? These are but a few questions that this book will attempt to answer.

Survival is not only for new students at Carleton. Returning students will discover that *Survival* can, for example, provide them with an update on the latest changes in graduation deadlines and exam regulations. The contributors have provided a guide that should be helpful to all students throughout the academic year.

Survival is not the definitive word on Carleton's policies or the implications of the law. Please seek expert advice whenever you are faced with making a difficult choice or important decision.

If you combine the information contained in *Survival*, with the social and political information presented in the Students' Association *Handbook* you should have a very good insight into this university.

Welcome to Carleton. You will survive the confusion or readjustment of the first few weeks. I do hope you enjoy your studies.

Jim Kennelly
University Ombudsman

CARLETON UNIVERSITY HOUSING AND FOOD SERVICES

Room 225 Commons Building

231-3612
off-campus housing

231-6395
campus dining plans

Didn't get into Residence?
Need a place to live while attending Carleton?

The Off-Campus Housing Office, located in Room 223 of the Commons Building has varied and extensive listings to suit your needs.

We list rooms, flats, apartments, and houses on bulletin boards outside the Housing Office. This enables you to view them 24 hours a day. These lists are available year-round.

Come and see us. We may be just the place you are looking for.

Save time spent in cooking and after meal clean-up.
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We offer a variety of 4 meal plans.

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The Commons Club Discount Coupon Books permit A La Carte purchases in the Oasis Snack Bar as well as Day-to-Day purchase of meals in the "One Price, All You Can Eat" Commons Dining Halls.

Join Now. Consult us for further information and prices.

We are open from 8:30 - 4:30 Monday to Friday during the summer,
and 9 - 5 during the academic year.

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Table of Contents

Academic Advice 4

- Academic Probation 4
- Academic Societies 4
- Addresses 4
- Alumni Association 4
- Apartment Hunting 5
- Appeals and Petitions 5
- Arrest and Bail 8
- Athletics 8
- Awards Office 8

Bank 9

- Birth Control 9
- Bookstore 9
- Bus Transportation 10
- Business Office 10

Canada Employment Centre (on campus) 11

- Canadian Federation of Students 11
- Chaplaincy 11
- The Charlatan 12
- CKCU – Radio Carleton 93.1 FM 12
- Clubs 12
- Collection Agencies 12
- Computing Services 13
- Confirmation of Registration 13
- Consumer Information 13
- Continuing Education 13
- Counselling and Advice 13
- Course Changes 14
- Course Load 15
- Course Selection 15
- Credit Unions 15
- CUSA Special Projects Office 15

Day Care 15

- Deferred Exams and Assignments 15
- Dental Care Assistance 16
- Deregistration 16
- Disabled Students 16
- Distress Centre of Ottawa 16

Employment Standards You Should Know 16

- Exam Regulations 17
- Exams 17
- Expenses and Budgeting 17

Fee Refunds 19

- Financial Aid 19
- Food Services 20

Gay People at Carleton (GPAC) 20

- Grades 20
- Graduate Students 21
- Graduate Students' Association 21
- Graduation 21

Ham Radio Club 21

- Health Insurance 21
- Health Services 21
- Health Services Counselling 22
- Hospitals 22
- Housing Office 22

Income Tax 23

- Information 23
- International Students 23

Jobs 24

- Judicial System 24

Landlord and Tenant Relations 24

- Legal Assistance 27
- Library 27
- Lockers 28
- Lost and Found 28

Mature Students Centre 28

New University Government 28

- Nightlife 28
- Notaries 29
- Nutrition 29

Office of the Ombudsman 29

- OPIRG 29
- Other Universities 30

Parking 30

- Passports 31
- Peer Counselling Centre 31
- Photography Club 31
- Plagiarism 31
- Post Office 31
- Pregnancy and/or Abortion 32
- Privacy 32
- Programme Changes 32
- Publications 32

Rape Crisis Centre 33

- Registrars' Offices 33
- Rent Review 34
- Residence 34
- Residence Association 34
- Residence Ombudsman 34
- Rules and Regulations 34

Security 35

- Sexual Harassment 35
- Small Claims Court 36
- Social Insurance Numbers 36
- Status of Women 36
- Student Representation 36
- Students' Association 38
- Study Skills 38
- Supplemental Exams 39

Telephones 40

- Transcripts 40
- Travel 40
- Tuition Fees 40

Unemployment Insurance 40

- Unicentre 40
- University Counselling Services 41

Varsity 42

- Venereal Disease 43

Withdrawing 44

- Women's Centre 44

Academic Advice

You will, at some point during your stay at Carleton, be given advice of one sort or another. For an overview of all types of advice at Carleton, see "Counselling".

For specific information on a programme, see the major or honours advisor of the department concerned. They can discuss such things as major/honours requirements; whether you are admissible to the programme, and if not, what you are lacking; and what to choose as course options.

For information on university or faculty regulations and their application, try your Faculty Registrar's Office (or Continuing Education if you are a Special Student). Make an appointment to see one of the people listed below, especially if your decision is a significant one (i.e. one that involves an appeal, a lot of money, possible failure or suspension, or your right to continue in a programme). Further, don't worry about whether this is the "right office". If these people are not the right ones you need to see, they can save you a lot of time by pointing you in the right direction.

Casual advice can be unintentionally misleading. It may be more convenient or less intimidating to ask a friend or somebody who looks less "official" but it always makes sense to make an appointment with some person trained and authorized to advise you. It won't help afterwards to say that someone else (but you don't remember who) gave you poor advice. That is not to say that you should neglect the opinions of fellow students, especially in matters not involving policy or regulations. Often they can tell you more about a professor or the difficulty of a course than the "official sources". Expect opinions to differ, of course. Few of us share identical tastes.

The following are some good people to talk to about academic rules and regulations.

- **Arts and Social Sciences** Carole Dence (Registrar), Muriel Foulger, Ken McGillivray and Joel Nordenstrom, (Academic Counselling) at 231-7407, Room 322 Paterson Building.
- **Science and Computer Science** Ruth Lifeso (Registrar). Telephone 231-6705. Room 212 Herzberg Building.
- **Engineering, Architecture and Industrial Design** Dick Fleming (Registrar), Pegge Clark (Registrarial Assistant). Telephone 231-4313. Room 353 Mackenzie Building. (In some cases, Architecture and Industrial Design students should also check with their respective Schools).

- **Continuing Education** Bernadette Landry (Registrar). Telephone 231-6660. Room 302 Administration Building.
- **Graduate Studies** Mrs. F.J. Corkran (Assistant to the Dean). Telephone 231-4403, 1513 Arts Tower.

Academic Probation

Academic success is not the most important thing in life. If you do badly in first year, you will usually be given a second chance. (Limited enrolment programmes may be the exception.) However, do make the most of the opportunity to find out why you did poorly. Visit the University Counselling Services (231-4408) for help with career guidance, aptitude testing and the choice of a discipline which might suit you best. (See also "Counselling and Advice".)

If you find yourself on probation, you should realize that the terms and conditions of your probationary year will be applied very strictly. If you cannot meet them, you will probably not be allowed to re-register at Carleton. It may be that another university or community college will accept you but, then again, they may not without a waiting period.

If you feel that you have some special (and resolvable) reasons for having failed to pass your probationary year, you can appeal the decision to your Faculty Registrar's Committee. Do go in first and discuss your appeal at length with the counselling staff in your Registrar's Office.

Academic Societies

Many departments have academic societies, sometimes known as course unions, to co-ordinate the representation of student concerns and to provide a means for students, staff and faculty to get to know one another.

To find out more about the academic society in your department, or for help in organizing one if it does not yet exist, contact the Students' Association (401 Unicentre, 231-4380). The V.P. Academic will be glad to help. (See also "New University Government", "Student Representation" and "Students' Association".)

Addresses

It may seem obvious, but lots of people forget to leave a current address with the university when they move, leave town for the summer, or when their parents' address changes. The result is that you may not get your marks, or notice of deregistration, or the material for your next registration. When you move, or leave town for the summer, or graduate, take a moment to drop in to your Faculty Registrar's Office and change your address. (See "Registrars' Offices".)

Alumni Association

The Carleton University Alumni Association is an informal organization which represents the 35,000+ graduates of Carleton University. Membership is automatically extended to all graduates, and is available, by application, to students who have completed five full courses but are no longer registered at Carleton.

The Alumni Association serves the University by promoting its well-being through contact with the graduates, the government, the public, the faculty, students, and potential students. It is governed by a 15-member Alumni council.

All graduates with known addresses receive the *Alumni News*, published three times a year through the Alumni Relations Office. The Alumni Office maintains alumni records to assure a meaningful and continuing dialogue between alumni and the University.

Alumni are encouraged to support the University by contributing to the Alumni Fund. Contributions to the fund help to support projects which cannot be covered by the University's budget. Funds from alumni help to support the library, student aid, and other specific projects.

The Alumni Association sponsors reunions, an alumni award programme, and assists groups who wish to organize functions for alumni. The association is a young organization, and welcomes suggestions for programs and activities that would be of benefit to the University community.

For further information, contact the Alumni Relations Office, 231-3833. (*Submitted by the Alumni Association.*)

Apartment Hunting

For the legal side of your responsibilities and obligations once you move into an apartment, see "Landlord and Tenant Relations". What follows here are some hints on what to watch for to protect yourself from potential problems.

First and foremost, realize that the condition of the place you pick is unlikely to change.

Chances are, despite the charming sales pitch of a landlord or agent, an apartment full of bad smells, peeling paint, loose wiring and broken windows will stay that way. You might spend the rest of the year trying to enforce your rights as a tenant instead of doing more pleasant or productive things.

The debatable merits of high rise versus low rise or single versus shared accommodation, and the best locations in Ottawa, are a matter of taste.

Advice from friends and newspaper ads are two popular means of finding accommodation. Ottawa has two major dailies *Le Droit* and *The Citizen*. Listings at the Housing Office (2nd floor, Residence Commons Building) and notice boards around Carleton and Ottawa University may also be helpful. If you use a rental agency, make sure you know exactly what services you will be getting for the money you pay. Walking through the neighbourhood of your choice may help you stumble upon a "for rent" sign.

However you find your place, it is crucial to inspect the premises carefully before you make a decision. Here is a list of some things to watch out for when making up your mind.

- Find out who pays for utilities. If you will be paying for the fuel (especially in a large house you plan to share with other students), get an estimate of fuel costs. Do not simply take the landlord's word for this: if s/he does not pay for the fuel, s/he probably does not know or care about the cost. Find out, if possible, from previous tenants and from the fuel company. (Fuel prices vary, by the way, so phone around before you sign a fuel contract and negotiate for the lowest price.)
- If you pay for heating, storm windows are essential. Look for actual windows; do not settle for a verbal promise. Extra insulation is a bonus but hard to find in rental housing. Remember to calculate a \$600 annual fuel bill, for example, as a real increase in your rental costs. (It is not, however, calculable in claiming your Ontario income tax rebate based on occupancy costs.)

□ Find out if parking is included in the rent. If not, find out how much it costs, where it is and who is responsible for snow removal.

□ Look for a control for adjusting the temperature. If it is not within your unit, or if it is locked, you may find the Ottawa winter a little chilly.

□ Check the water pressure, hot water and presence (or absence) of a shower.

□ Inspect the refrigerator and stove. Be sure the freezer freezes and the burners and oven operate. Find out if the landlord is renting an "equipped unit" or if these are just abandoned relics of past tenants. If the landlord accepts responsibility for the appliances, get it in writing.

□ Find out if there is enough storage space and, if you own any large cumbersome objects, measure the doors to see if your grandfather's roll-top desk, for example, will fit.

□ Check for cockroaches, mice and other vermin and dirt and noise.

□ Ask other tenants, if possible, about the willingness of the landlord to make repairs. A good landlord is a real benefit.

Of course, no unit will be perfect. If money is your major concern, you may be happy to settle for no shower, no parking and a bad paint job. What is important is that you know clearly what your home will be like.

If your landlord agrees to make repairs, provide parking, pay for utilities, help you to paint the place or whatever, get it in writing. Do not accept his/her vague promise. Do not assume s/he will do what you want unasked. Write it down and have both parties sign. This can take the form of a lease, and "addendum" to a lease or a separate agreement. If your landlord resists written agreements, take along an acquaintance and make sure s/he heard what you heard. Most problems with verbal assurance lie in misunderstanding and in one's inability to prove what was said.

Remember that a lease is binding on both parties. While you can negotiate its content, you cannot change your mind about it afterwards without getting into the problems of subletting, termination and so on. Agreements to a lease are also binding. This works both ways. Think how you would feel if the landlord changed his/her mind the day before you moved. A written agreement to lease sometimes binds the tenant but not the landlord, so read it carefully.

Finally, if you think you may be leaving Ottawa for the summer (to work, go home, or study elsewhere), you might want to ask your landlord how s/he feels about this. Since the landlord, by law, cannot "unreasonably refuse" you the right to sublet, you may prefer not to mention this at the outset. (Most landlords prefer tenants who will stay for a while.)

A "perfect" apartment in the fashionable Glebe should be no problem to sublet, but (especially if your apartment is not very well located or maintained) it helps to start looking for subtenants as early as you can. (See also "Landlord and Tenant Relations" and "Rent Review".)

Appeals and Petitions

You may never have to appeal an academic or administrative decision at Carleton. If, on the other hand, you feel that an injustice has been done or the facts overlooked, you should certainly try to make your case heard. Every regulatory system (and the university has its share of rules and regulations) includes appeal systems for this very reason. While no one wants to encourage "frivolous" or "vexatious" appeal, do not hesitate to use the system when you feel you must. At worst, if you do not win your case, you will have learned more about the reasons behind any decision against you.

□ **Academic Appeals** Once the university has approved a course outline and added it to the *Calendar*, the instructor has fairly wide freedom to teach as and what s/he pleases. For this reason, but also because an informal approach is usually the best beginning in any case, you should first approach your instructor directly with a complaint about course work or instruction. If it is a concern you share with other students, discuss it and try to work out a solution as a group. If the issue remains unresolved, meet with the chairperson or director of the department or school concerned. She or he will probably be able to mediate in the dispute.

While the exercise of independent academic judgement is an important right of any instructor, there are some limitations set by departmental, faculty or Senate (university-wide) rules. For example, there is a deadline (the last date for course changes in a given term) by which time your instructor must have informed students, in writing, how the marking scheme is to operate. Ask your professor to include what an A, B or C equals in numerical terms. Similarly, there are rules which govern how late in an academic year exams and assignments may be scheduled. For qualifying and first year courses, final and mid-year exams must be held during the official examination period. In these courses, and also in second and third year courses, no tests or exams may be held in the last 2 weeks of classes in the first or second terms of the winter session.

(For more exam rules, see page 44 of the *Calendar*.)

For an impartial, outside opinion, and perhaps representation or advice, see the Office of the Ombudsman (231-6717). Your Faculty Registrar's Office can help fill you in on faculty and university-wide rules.

A common sort of appeal is one which, (although it may begin informally), would fall under the jurisdiction of the appeals committee in your faculty (or in Continuing Education if you are a special student or the executive committee of Graduate Studies if you are a graduate student). The committees are empowered to interpret academic rules, to allow an exception to a rule and to review the administrative application of a regulation. Included are the rules governing standing, probation, graduation, withdrawing and permission to continue registration. Not usually included in the jurisdiction of these committees are disciplinary action (e.g. cheating or plagiarism), substantive reviews of academic assignments (review of grades) and certain other situations.

Some appeals or petitions to these committees are "routine", for example an appeal to withdraw retroactively from a course (after the deadline) because you will be in traction for the next two months. Others are much more complicated. The committees almost always meet "in camera". This means your appeal will be totally in writing. It is sensible to make an appointment to go over what information should be included in your letter of appeal with the relevant Registrar (or other counselling staff) in your faculty. (See "Registrars' Offices".) If the issues are reasonably complex, you might also wish to consult the Office of the Ombudsman (Room 511 Unicentre, 231-6717).

If your appeal is not allowed, you may be able to appeal further to the Dean of the faculty or the University Senate. The Senate is Carleton's chief academic decision-making body. On occasion, in the past, students have been accorded hearings before the Senate. They have been allowed to present their case in person or to have it presented by the Office of the Ombudsman. Check with the Ombudsman's Office about the relevant procedures.

□ **Review of Grades** Grading is very much up to the individual instructor. While there are some general guidelines, the way in which you will be graded (as long as the class is informed, in writing, of the form and weighting) is the instructor's responsibility. (For general problems or complaints with the marking scheme, see above.)

However, on an individual basis, errors in a final grade can happen. Arithmetical or clerical errors are not infrequent; even substantive errors of judgment can occur. You should normally begin by speaking informally with your instructor as soon as you can after the grades are posted. Some departments insist on a formal review of grades, others do not. Some ensure that one or two instructors review your work. Since there are over 40 schools and departments, the variation is wide.

If you are not satisfied with your instructor's response, you may take your request to the chairperson of the department (or the director of the school) concerned. If you are still unsatisfied, call the Office of the Ombudsman (231-6717).

The formal procedure for a review of grade should ensure that your request is not overlooked. (However, we would still advise speaking to your instructor as well, if you can.) To begin, fill out a formal request for review at your Faculty Registrar's Office within 14 days of the official release of grades. You will be informed in writing of the result. There is a fee of \$15 which is refundable if your grade is raised.

You should note that it is possible that, on review, your grade will be lowered.

If your request for a review is unsuccessful, you may want to write a supplemental or grade-raising exam. (See "Supplemental Exams".) Discuss this with a member of your Faculty Registrar's Office at the outset of your request for a review.

□ **Disciplinary Appeals** If your appeal is against a penalty for, or an accusation of, an academic offence such as plagiarism or breaking exam regulations, visit the Office of the Ombudsman (Room 511 Unicentre, 231-6717). Special procedures apply both here and at the final stages of an appeal against an administrative penalty (e.g. an offence against property).

□ **Administrative Appeals** These fall into many separate categories. Usually it is best to begin with the person in charge of the relevant area. For example, Athletics facility complaints should go to Keith Harris, Head of Athletics (231-2646). Bookstore complaints should be taken to Philip Gore, the Bookstore Manager (231-6616). Food Service complaints should be directed to David Sterritt, Director of Housing and Food Services (231-2785) if the manager of the specific food outlet cannot help. Library problems may be taken to Dianne Gavin, Head of Circulation (231-2750) if overdue books, billing, etc. are involved or to Verna Wilmeth, Associate Librarian Administrative Services. Disputed parking fines (and related matters) should be brought to the attention of Wilf Larocque the Traffic Supervisor (231-3801).

In all these cases, there are policy committees (usually including students) which are empowered to hear individual appeals. If you encounter initial resistance, or if you want to appeal to one of these committees, contact the Office of the Ombudsman (231-6717) for help.

□ **Residence Appeals** Most residence complaints can be resolved informally with the help of floor reps or your residence fellows. There is a formal Residence Judicial Committee for student-to-student problems. Procedures are detailed in the residence handbook.



□ **Students' Association Appeals** The operations of the Students' Association may give rise to complaints from students using a facility, working part-time, or who feel their concerns are not being well represented. For policy complaints, see the President, John Casola (231-4380) or a member of the Executive or the Students' Council. Direct complaints about services to the area manager or, if unresolved, to Doug Saveland, the General Manager (231-4380). If you encounter problems as a part-time employee (or as an applicant with hiring procedures), visit the Office of the Ombudsman.

CUSA is your association. Remember that you can always take a proposal directly to the Students' Council, attend meetings, work on sub-committees, or run for election yourself. By-elections usually occur in October. General Elections are in February.

□ **Last Words** Grievances and appeals are not very systematically dealt with at Carleton. However, the Office of the Ombudsman is always available to help you understand the procedures. Remember, as well, that the University President (William Beckel, Room 601 Administration Building, 231-4301), the Academic Vice-President (Tom Ryan), Vice-President Planning (David Brown), the Administrative Vice-President (Charles Watt), and any one of the Deans may be willing to help you. As executive officers of the University, they may be able to simplify the problems you face.

When dealing with a complaint, grievance or appeal, university employees or faculty members do not suddenly become the "enemy". They remain in a position to assist you and should be dealt with as such.

Arrest and Bail

With the new Canadian Constitution came changes dealing with the arrest of an individual and the charging of that individual with an offence. Anyone held or arrested must be told of the reasons, must be informed of the right to contact a lawyer and must have the right to have the court decide whether detention is legal or appropriate.

It makes sense to be polite and reasonably co-operative in dealing with the police. Common sense (as well as some recent case law) suggests that we have an obligation to identify ourselves by name and address. The police have a strict responsibility to identify themselves by name (if requested) and to carry their badges as proof.

Use common sense. If you have witnessed or been involved in a crime, your statement will be needed. On the other hand, it is your right to postpone making any statement at least until you have legal advice. An individual must have a reasonable opportunity to contact a lawyer. If you phone and the line is busy, that is not the end of it. By law you should have the opportunity to make contact and should have some degree of privacy while making that call. Obviously you will not be allowed to use the pay phone down the street from the police station but, on the other hand, the police officer need not stand next to you as you dial.

A police officer cannot detain you without reasonable and lawful grounds. A reasonable suspicion that you may be in possession of illicit drugs or weapons constitutes such grounds.

If you are arrested, you should contact a lawyer as soon as possible even if your offence is not very serious or you have no previous record. (Under the Bail Reform Act, most people who are charged with an offence can be released immediately.) In general, be pleasant but do not make a statement or admission until you have some legal help. Do not make a deal or sign a statement to save time or trouble. Let your lawyer advise you. (See also "Legal Aid".)

Athletics

Carleton's Athletic and Physical Recreation Department offers a diverse programme of physical recreation. The policies and programmes, including the budget, are set by the Athletics Board composed of students, faculty and staff members.

□ **Facilities** offered in the Physical Recreation Centre include the following: 50 metre swimming pool; Fitness Centre; Testing Rooms; Physiotherapy Room; Sports Medicine Clinic; Men's and Women's Locker Rooms (including sauna, whirlpool bath and sunroom); Double Gymnasium; Four American Squash Courts and nine International Squash Courts; Five Tennis Courts; Combative Room; Multipurpose Room; Nautilus Centre; Outdoor Team Rooms, and a Restaurant called the Fit Stop.

□ **Hours of Operation** for the Centre are 7:15 a.m. to 11:00 p.m. on Monday, Wednesday and Friday and 8:00 a.m. to 11:00 p.m. on Tuesday, Thursday, Saturday and Sunday. There are slightly restricted hours for use of some areas such as the pool.

□ **Varsity Activities** (see "Varsity" for schedules) include basketball, fencing, football, waterpolo, rugby, soccer, and cross-country skiing for men and basketball, fencing, field hockey, volleyball, cross-country skiing and synchronized swimming for women. **Intramural Sports** for women include basketball, broomball, badminton, hockey, powderpuff football, volleyball, tennis, squash and swimming. For men, there is basketball, broomball, soccer, touch football, curling, hockey, squash, volleyball and tennis. There are also a number of mixed intramural activities.

Instructional Programming encompasses a wide range of activities such as karate, jiu-jitsu, yoga, tennis, squash, fitness, several types of dance and all levels of swimming.

□ **Freelance Recreation** is available for people to take part, on their own, in activities such as squash, tennis, pick-up basketball, fitness and recreational swimming.

For information on any of these programmes, or to show your interest in new ones, contact Athletics at 231-3746 or 231-2646. To book a squash or tennis court, call the Tuck Shop at 231-5655. The Students' Association (CUSA) is always interested in hearing from students who want to participate in the Athletics Board or who have suggestions or advice. Call them at 231-4380. (*Submitted by Athletics.*) (See "Varsity" for team schedules.)

Awards Office

The Awards Office (Room 202 Administration Building, 231-3735) is the best place to go for information on the Ontario Student Assistance Program (OSAP), emergency loans, bursaries, scholarships and student aid in general. Pick up your OSAP applications here.

If you have detailed questions, make an appointment to see the Director of Student Awards, Coralie Bartley, or Carol Fleck, the Awards Officer. It is a good idea to visit the Awards Office as early as you can since it will take time to process your application. (See also "Expenses" and "Financial Aid".) (*Submitted by the Awards Office.*)

Bank

There is a branch of the Bank of Nova Scotia on campus in the basement level of Paterson Hall. The bank is open Monday to Friday during regular banking hours including extended hours Thursday and Friday. The manager is Mr. D. Bailey.

Long line-ups tend to develop in September when new student accounts are opened and often there is a 10 day "hold" on deposited cheques and a two week waiting period for a transfer of accounts. To save time, you can open an account before you arrive. Just send the bank a letter enclosing your name, home address, Ottawa address, Social Insurance Number, a student number (if you have one) and a bank draft, money order or certified cheque.

There are two "CashStop" machines on campus. One is located near Information Carleton (4th Floor Unicentre) and the other is near the bank in the basement of Paterson Hall.

For more information, call 566-2360. (See also "Credit Unions".)

Birth Control

There is probably nothing as difficult to talk about as human sexuality although there are few areas in life where information and understanding are as important. Two sources of information on birth control and sexuality are: Health Services, 6th Floor Unicentre, 231-2755, and Peer Counselling Centre, Room 503 Unicentre, 231-7476.

By and large, both provide a supportive and non-judgemental atmosphere. Don't hesitate, however, to ask to speak to someone else if you are uncomfortable or to get clarification on any question. You have both the right and the obligation to be informed.

While birth planning is a part of responsible adult life, no one method is suitable for everyone. Consider the methods available, your own preferences and perhaps those of your partner and make a decision on what is best for you.

□ **Birth Control Pills** are made of synthetic hormones (estrogen and progesterone) which inhibit ovulation. They are taken daily in 21 or 28 day cycles. You must have a complete doctor's examination since a family history of diabetes, epilepsy, jaundice, blood clotting or severe depression may mean the pill is inappropriate for you. Stay in touch with your doctor about any side-effects. Switching to another brand may help. In any case, don't write off a problem as unimportant until you check it out.

□ **IUD (Intrauterine Device)** is a small object inserted in the uterus where it creates a "hostile environment" which prevents pregnancy. There are two types: physical (plastic or stainless steel) and chemical (copper or progesterone). Chemical IUDs may require annual replacement. An IUD must be inserted by a doctor. Some initial pain (cramping) is common. If you experience extreme pain, however, go to your doctor or to a clinic or hospital immediately. IUD's have strings attached (literally, not figuratively). You should check the string monthly to make sure the IUD is in place.

□ **Condoms and Spermicidal Foam** may be used separately, but their effectiveness is vastly increased when used together. Both can be purchased without prescription in any drug store. The condom is a rubber sheath unrolled over the erect penis before intercourse leaving a half inch space at the end. The idea is to make sure no seminal fluid escapes into or around the vagina. Never use vasoline or petroleum jelly with a condom as it destroys the rubber and never try to re-use a condom or to use one that has any appearance of damage or tearing. Spermicidal foam may be applied up to one hour before intercourse. When you buy foam for the first time, make sure an applicator is included.

□ **Diaphragm and Spermicidal Jelly** are always used together. The diaphragm is a flexible rubber-covered spring inserted inside the vagina before intercourse. Diaphragms come in various sizes. A doctor's prescription is needed.

□ **Basal Thermal Method** involves extensive charting of body temperature and some days of abstinence each month. Serena (55 Parkdale 728-6536) is a local organization devoted to this method. The decision is yours, but the method does involve serious rates of risk for young women with irregular menstrual cycles or for couples lacking sufficient commitment.

□ **Coitus Interruptus** or withdrawal of the penis before ejaculation is one birth control method not recommended. It is possible for sufficient seminal fluid to escape to cause pregnancy. It is probably better than nothing. However, nothing is not the only other option as there are any number of ways to express affection through physical contact and to give and receive pleasure other than intercourse itself.

□ **Effectiveness Rates** are double-edged. The following list provides the theoretical number of pregnancies per 100 women during the first year of use and in the brackets following, the average number during actual use. Draw your own conclusions.

Birth Control Pill 0.34 (4-10 average)

IUD 1 to 3.0 (5 average)

Condom & Foam 1.0 (5 average)

Diaphragm & Jelly 3.0 (17 average)

Condom alone 3.0 (10 average)

Foam alone 3.0 (22 average)

Coitus Interruptus 9.0 (20-25 average)

Basal Thermal 13.0 (15 average)

□ **Sources** of this article include *Contraceptive Technology* (9th Edition) and *Our Bodies, Ourselves*. At the Peer Counselling Centre, you may take a look at these and other material. (Reviewed by Health Services.)

Bookstore

Carleton's Bookstore (2nd Floor, Southam Hall, 231-6616) supplies course texts, reference and trade books as well as stationery and writing supplies, school rings, T-shirts, crested products, bus tickets and passes, and postage stamps.

All books (except mass market paperbacks) carried in the Bookstore are listed in alphabetical order, by author or title, in the computer listings found at the Book Information Desk. The computer listings give title, author, ISBN, most recent selling price and location in the Bookstore. If you can't locate a book, the staff can help.

The refund and exchange policy is posted near the Book Information Desk. Please note that the sales receipt (proof of purchase) is necessary for any refund or exchange. There is also a deadline for refunds and exchanges at the beginning of each term. Familiarize yourself with these policies as early as possible.

A deposit of \$3.00 enables you to order any book not carried as regular stock and a deposit of \$1.00 (non-refundable, if cancelled by the customer) allows you to reserve a copy of an out-of-stock textbook. Note that the deposits are down-payments on the book, not special charges.

The Bookstore also buys and sells used books. Since buy-backs occur on a seasonal basis, it is best to ask for exact times and dates. A computer listing of the books being bought back is available for examination in the Bookstore Offices (Room 403, Southam Hall).

If the Bookstore is out of stock or has not received its shipment of a particular book needed for a course, don't despair. The staff can suggest an alternative source, as well as its phone number. There are a number of other good bookstores in Ottawa, e.g. Ottawa University Bookstore, Shirley Leishman's (downtown), Prospero Books (Billings Bridge and downtown) and Octopus Books (Bank Street). Phone and find out if they have what you need.

Second-hand Bookstores are also worth a try for older texts at greatly reduced prices. There are stores on Bank Street between First and Fifth Avenues and near Sunnyside, as well as a number of others scattered around Ottawa. Second-hand bookstores may also be able to search for rare or out-of-print titles. (*Submitted by the Bookstore.*) P.S. You can also check with the Students' Association as that group runs a used book store in September (Room 401, Unicentre, 231-4380).

Bus Transportation

OC Transpo (741-4390) is Ottawa's public transit system. (You can find it as the sixth item under "O" in the telephone directory. Don't look for a full name: OC is it.)

If you take the bus more than eight times a week, definitely get a bus pass. It will save you money. Go to Lincoln Fields Shopping Centre or downtown to 294 Albert Street at Kent (741-4390) to get your picture taken for the "personalized section" of your pass. The Albert Street office is open on weekdays during regular office hours and Saturday 9 a.m. to noon. The Lincoln Fields' office is open during store hours.

Buses on campus are the 4, 7, 77, 137 and 87 (rush hours only). These (and most other buses) change their routes (and times) drastically on Sundays. For information call 741-4390. The staff here can also provide regular route information and timetables. At Albert Street, you can pick up printed schedules for any of the bus routes. Some are also available at the Bookstore in Southam Hall (see "Bookstore") but, of course, you won't be the only one looking for a bus schedule in September.

OC Transpo has an exact fare policy. Fares can be paid by cash (90 cents), or tickets (5 for \$4.50) or by showing a bus pass (\$30 for an unlimited number of regular rides during a single calendar month.) Don't be distracted by "student fares" by the way. They apply to high school and elementary school students under eighteen.

OC Transpo also has an express service and a dial-a-bus service, Tele Transpo, for those who live in suburbia. They are subject to a 30 cent premium or you can get an unlimited service for these and regular buses with an OC Unipass at \$38.50.

While the photographic ID portion of both kinds of bus passes must be purchased (or replaced if lost) in person at Albert Street or Lincoln Fields Shopping Centre, the monthly pass portion can be picked up at many corner stores, department stores and so on around Ottawa. On campus, you can buy them (as well as tickets) at the Bookstore, and at the Variety Store (4th Floor Unicentre). Tickets, but not passes, can also be purchased at Glengarry House (Residence).

OC Transpo's Lost and Found is located at 294 Albert Street. Enquiries about lost articles can be made at 563-4011.

OC Transpo has improved its service greatly in the last few years although there are many at Carleton who are not pleased with the new university routes. If you have a complaint (about lack of service or a change in service) send them a polite but firm letter. Also contact your city Councillor (phone the City of Ottawa for his/her name and a phone number).

Business Office

The Business Office (3rd Floor, Administration Building, 231-3762) is responsible for ID cards and, through Students Accounts Receivable, the collection of fee payments and fines. As well as collecting money, it hands some out: bursaries, scholarships and student aid cheques. However, if you are working for the university (full or part time), consult Payroll (231-2656) about lost or disputed pay cheques.

Since money always matters, consult the *Calendar* for an explanation of tuition fee policies and procedures. If you still have questions, consult the Business Office as soon as possible.

If you lose your ID card, check the Library (231-2750) and Lost and Found (231-4360) first. If you cannot find it, the Business Office will issue a new one for \$2.00.

The Business Office also mails out income tax certificates (for tuition fees and full-time school attendance) to use when you file your income tax form. (See also "Income Tax".) They are mailed at the end of February, but only to students whose accounts are fully paid. If you owe the university money, you must go to the Business Office to discuss your account. Anyone who is graduating in January (or who will otherwise be at a new address second term) should contact the Business Office early (December wouldn't hurt) to leave a forwarding address.

Replacement tax certificates for past years are supplied on request for a \$2.00 certificate charge. Give the computer some time to process a replacement for past years or the current year if your originals are lost.

The Business Office charges a \$5.00 penalty for NSF cheques returned by your bank. The staff also lets the Faculty Registrars' Offices know if you are in debt to the university. If your account is delinquent, the university will seal your file. This means you will not receive marks or transcripts until the account is settled.

If you owe tuition fees, you may be deregistered. (See "Deregistration".) This does not mean that your debt disappears. After deregistration, you will still owe the balance payable on your fee assessment.

On occasion, you may want to dispute a fine. If so, remember that the Business Office only administers the billing for fines. You will probably have to go to the Library, Parking or wherever the fine originated, to clear up the matter.

The university is not an ogre. If you owe money (even tuition fees) which you cannot pay at once, visit the Business Office. Ask for Laura Lauzon who is in charge of Student Accounts. Usually something can be worked out. Also visit the Awards Office and investigate the financial aid possibilities.

Finally, to contact you about such things as delinquent fees (or even an incorrect fee assessment which might be in your favour), the Business Office needs to have your correct address. Make sure to up-date your phone number and address as soon as you plan to move. Change of address forms are available at your Faculty Registrar's Office. *(Submitted by the Business Office.)*

Canada Employment Centre (on campus)

The Canada Employment Centre On Campus (Room 508, Unicentre, 231-2600 or 996-9590) is Carleton's focal point for career planning and job placement. With a full-time staff of five, including two Career Counsellors, the Centre offers a wide range of services.

The placement services of the Centre include referring students to permanent, summer, and part-time jobs. Available positions are posted in the Centre, so check the job Boards on a regular basis. September and October are the prime months for part-time work.

The Centre co-ordinates an on-campus recruitment programme for Carleton students in their graduating year. Every fall, over 100 local, national and multinational companies and all levels of government conduct interviews at Carleton. A number of summer jobs are also available through recruiting. Details about the On Campus Recruitment Programme are publicized in the Centre's *CEC Weekly Bulletin*. This "fact sheet" is prepared each Monday of the academic year and sent to all departments on campus. To prepare students for campus recruiting, the Centre offers comprehensive Briefing Sessions. Check the *CEC Weekly Bulletin* for further information.

The Centre's Career Counsellors are valuable people to know. They are experts in career planning, skill identification, job search strategies, résumé preparation, interview techniques and salary negotiation. Appointments for counselling can be arranged by visiting or phoning the Centre. In addition, CEC staff are available to serve as resource people to any group of students, alumni, faculty or staff in a seminar or workshop situation.

The Centre maintains a Career Library which includes company profiles, salary scales for new grads, occupational and job search brochures. Other programmes and services offered by the Employment and Immigration Commission can be discovered by visiting the Centre on campus. *(Submitted by the Canada Employment Centre On Campus.)*

Canadian Federation of Students

The Canadian Federation of Students (CFS) was created in 1981 to represent and articulate student concerns to both the federal and (through the provincial component, CFS-Ontario/Ontario Federation of Students) provincial levels of government. From a political perspective both the CFS, and CFS-O/OFS has provided extensive research, pamphlets and buttons to its member campuses in preparation for any and all campaigns. This year the CFS has adopted the theme of "Guaranteed Tied Funding" (GTF).

As well as political representation, the CFS offers many services to its member students. Some include: The Student Saver Card, Travel discounts (Travel CUTS) and the Student Work Abroad Program (SWAP).

Carleton was one of the first institutions to join the CFS through a 1981 referendum. Since then, the CFS has grown to represent approximately 400,000 students across Canada (Quebec excluded). Carleton students pay seven dollars each to the CFS for its services and representation. The organizations resources aid both students' associations and students directly.

For more information on the CFS and the CFS-O/OFS, contact CUSA (231-4380) or the CFS national office (126 York St., Ottawa, Ont. 232-7394). *(Submitted by the Students' Association.)*

Chaplaincy

Our purpose is to share experience, insights, friendships and faith. We try to be available most times at T28, T30 Tory Tunnel (across from the Post Office), or Rooms 1504 and 1506 Arts Tower.

Study and discussion groups, community projects and development education, special speakers and seminars, marriage preparation, instruction in the faith, religious services and special events are also part of our work. We welcome and appreciate interfaith dialogue as well as enquiry into any area of religious or ethical concern. We also have connections with organizations or resources which you may be looking for on campus, as well as with churches and religious groups in the Ottawa area.

A part of the campus ministry is found at Newman House, 1061 Bronson Place, where Michael, the Roman Catholic Chaplain, lives, together with a few students. The house is open to all as a drop-in centre and can accommodate smaller groups who wish to meet there.

Another feature of the Chaplaincy is the addition of a "Quiet Room" (T27) next to George's office. It is available most days for anyone who wishes to use it as a place to meditate, pray or think.

Our phone numbers at Carleton are 231-3646 (George) or 231-3673 (Michael). Home phone numbers are 722-9426 for George and 237-5616 for Michael. (*Submitted by the Chaplaincy.*)

The Charlatan

The Charlatan (Room 531 Unicentre, 231-4480) is Carleton's student newsmagazine. It appears every Thursday during the academic year.

Anyone can become part of *The Charlatan*. If you want to write news, sports or feature stories, review the arts, draw graphics, take photos, edit copy, sell ads or help in the production of the paper, you are urged to come to *The Charlatan's* office.

The Charlatan is always looking for new staff members. We organize a recruitment drive in the fall, but you can come by *The Charlatan* any time if you would like to get involved.

Funding for the paper is provided by the Students' Association (CUSA), through a body called the Joint Publishing Board, and by advertising revenue.

While editorial content is the responsibility of the editorial board, all staffers are urged to participate in decisions concerning the paper's content and policies.

Open meetings are held every Thursday afternoon at 5 to make decisions related to *The Charlatan* and to discuss problems or complaints about the paper. (*Submitted by The Charlatan.*)

CKCU – Radio Carleton 93.1 FM

Live, creative and alternative are the watchwords for the most interesting radio available in Ottawa. Broadcasting in stereo 24 hours a day, Radio Carleton, CKCU-FM (5th floor, Unicentre, 231-4498) has a power of 12,000 watts and a coverage area of 60 miles in every direction.

Through the music and spoken word programming at CKCU, we offer an alternative look at the Carleton community and the Ottawa-Hull community. The programming is the result of hard work by volunteers from the Carleton campus as well as the community. Over 200 volunteers staff this ambitious broadcasting outlet. If you feel that you can offer creativity to information, education and entertainment, our doors are open. You will be well rewarded for your time and effort in the way of self-satisfaction and valuable experience.

Radio Carleton is a campus/community station and is listener supported. Each fall we hold a public fund raising drive to offset the high cost of running a full power FM station. Our listeners provide 28% of our funding base, business sponsorships add another 30%, and the students themselves contribute 35% of the operating budget through the Carleton University Students' Association.

The programming is as diverse as you'll find anywhere. The music ranges from jazz to classical to punk, and the spoken word programmes include sports, arts, women's issues, science and ecology. We also provide programming for the ethnic communities in Ottawa. You can get involved in one or more areas. Come up and visit us on the fifth floor, Room 517. CKCU-FM is your station, you can become as involved in it as you like. (*Submitted by CKCU.*)

Clubs

Each year, the Students' Association (Room 401 Unicentre, 231-4380) sponsors dozens of clubs on campus. Some, like the Ham Radio Club (Room 502 Unicentre) and the Photography Club (Room 512 Unicentre) provide valuable equipment for student members who might otherwise not be able to afford it. Others, like the Malaysian Club, provide mutual support and services for students who share a common interest. There are hobby clubs, political clubs, ethnic clubs and indeed almost every sort of club one can imagine.

All of these groups depend on you for their existence. Call the Students' Association (Steve Coughlin, V.P. Community, 231-4380) to find out which are operating this year. If you have some special interest, not on the list, consider starting your own group. The Students' Association may be able to provide help with the publicity, organization and finances. The rest is up to you.

Collection Agencies

Do not let yourself be intimidated by a collection agency. Ontario agencies (but unfortunately not the in-house collection departments of large firms) are licensed and governed by legislation such as the Credit Reporting Act.

A collection agency has the right to contact you within reason by mail or phone. If you ask the agency to leave you alone or take you to court, it is under a legal obligation to do so. Phone calls, visits or letters after this point, calls in the middle of the night, calls to your employer, or any other unreasonable activity should be reported at once to the provincial Ministry of Consumer and Commercial Relations (725-3679). An investigator will act on your complaint.

If you agree that you do owe the money, you may, of course, pay the agency. You are always entitled to negotiate the rate of repayment. Do so. Some agencies buy debts for a set amount; others get a percentage of what they collect. In either case litigation is an added expense in time and money. Make an offer of what you can honestly repay. If it is not accepted, put it in writing. If the debt is from a Canada Student Loan (the loan portion of many provincial student aid programmes) and the agency will not co-operate, call the Canada Student Loan people (994-1866) and your Member of Parliament.

If you are deeply in debt and want to dig yourself out, visit the Credit Counselling Service (187 Bay Street, Ottawa, 236-3637). If your debts seem likely to land you in court, get legal representation. (See "Legal Aid".)

Computing Services

Carleton's central academic computer system is a Honeywell Level 66 DPS/C3 running the CP-6 operating system. The computer is located on the fourth floor of the Administration Building with timesharing terminals for student use at the following sites: Architecture Building, Room 435; Arts Tower, Rooms 501 and 919; Herzberg Building, Room 250; Loeb Building, Rooms C460 and C463; Mackenzie Building, Rooms 351, 352 and 271; MacOdrum Library, Room 409; Steacie Building, Room 114; St. Pat's, Room 309; University Commons, Lobby; University Centre, Room 127.

As well, there are high speed printers located at the Arts Tower, Loeb Building, Herzberg Building, Mackenzie Building, St. Pat's and the MacOdrum Library. A delivery service operates between the Administration Building and printer sites for output that has been directed to the Administration Building printer.

Three Dy-4 Dynasty Micro Computers are housed in the Herzberg Building and used for instruction.

Student consultants are on duty at two locations: Arts Tower, Room 504 (231-6721) and Loeb Building, Room 467 (231-7492).

For general information, contact the receptionist at 231-5555. For details about computer accounts, contact the Accounts Coordinator (Computing Services 1207 Arts Tower, 231-6313).

An information brochure titled "Minitext - General Information" is available at the book desk in the Bookstore. (*Submitted by Computing Services.*)

Confirmation of Registration

Later in September, or early October, you will receive in the mail a "Confirmation of Registration". Read it carefully. This form will list all of the courses, terms and sections in which you are enrolled. If it contains any errors, get in touch with your Registrar's Office immediately. Otherwise you could end up with a failure in a course you never attended and no recorded grade for the course you did attend. As well, make sure the local and home addresses are correct. You will want your final grades sent to the correct address.

Consumer Information

There are two things worth remembering about consumer law: nothing is ever free and the best protection you have is always yourself. Shop around before you buy, compare prices, ask questions and get any promises in writing. Call the Better Business Bureau (237-4856) before you buy if you have doubts about the company, the salesperson or the product. In other words, know what you are getting.

By and large, the courts will enforce a contract made between two sane adults without coercion or fraud. It does not matter whether your agreement was in writing or whether you paid cash, by instalments or charged it. Every time you make a purchase, get something repaired or use a service, you are making a legally enforceable consumer contract by which both parties are bound. A decision on refund or exchange policy is strictly up to the seller. Unless the goods are defective, the seller is not bound by law to offer a refund, so check the store's policy.

A number of statutes in Ontario protect consumers, including the provincial Consumer Protection Act and the federal Combines Investigation Act. If you end up in court, get legal advice first. (See "Legal Aid".) Also contact the Consumer Protection Bureau (Ontario Ministry of Consumer and Consumer Relations) at 725-3679 and the federal office of Consumer and Corporate Affairs at 995-0853. For general information, try the Consumers' Association of Canada at 232-9661.

Although we cannot provide a list of all your obligations and rights under consumer law, you basically do have the right to a refund where the seller either makes a false representation about the product or tries to take advantage of you as a buyer. Implied in the seller's side of the bargain are the following obligations: to offer good title to the goods sold; to tell you if the goods you buy are not new; to sell a product usable for the purposes for which you want it if there are "normal purposes" or if special assurance was given; to sell goods which are merchantable or whose defects, if any, have been described clearly; and to maintain any other warranty or conditions expressly agreed upon by the two parties.

Get agreements in writing and keep records and receipts of your transactions. Watch out for high-pressure selling tactics which may be legal but confusing or deceptive. Be cautious. A reputable seller will be willing to come back after you check out his/her registration.

Finally, door to door salespeople must be licensed. If you sign a contract worth over \$50 with a door-to-door seller, you have 48 hours to cancel the contract by registered mail.

Continuing Education

Continuing Education, (302 Administration Building, 231-6660) is the place for Special Students to go for course changes, applications for deferred or supplemental exams, reviews of grades, withdrawing, name and address changes and other "registrarial transactions". Special students are those registered in credit courses without being admitted into a degree programme.

Continuing Education does not make final academic decisions or evaluations of previous academic experience (for the latter see the Admissions Office, 315 Administration Building, 231-3730.) However, it does provide valuable counselling and advice and help with appeals.

This office is open in the evening from Monday to Thursday, 6:30 p.m. to 8:30 p.m., in addition to regular business hours.

Counselling and Advice

This book is really about advice; where to get it, how to evaluate it, and how to make sure you have enough facts to make the decision that is best for you. Since every large institution can sometimes become impersonal, over-regulated and "bureaucratized", Carleton has a number of advisory services to help you sort things out.

If you read nothing else in this book, take a look at the list below. Use it, if you have a chance. Many problems can be solved when they arise, but we could all save time and trouble by getting good advice and avoiding problems from the beginning.

□ **Academic Advice** For rules and regulations, start by reading the *Undergraduate Calendar*. Then visit your Faculty Registrar's office (see "Registrars' Offices") and the undergraduate advisor or chairperson in your department. It is really quite crucial that you avoid an academic mess. When you make a major decision, especially if it is an unusual one, try to get permission in writing. *Keep in mind that a routine signature at registration does not constitute special exemption from a rule.* Be careful to ask permission, or advice, explicitly from those who have the authority to grant it. Remember, too, that no one may tell you that you have too many failures or course replacements until you have made yourself ineligible to re-register. No one may remind you which courses are required, until you find out that you can not graduate just yet. It is very much up to you to go out and get the information yourself. If you have an unusual problem, or if it becomes necessary to appeal a university decision, try the Office of the Ombudsman (231-6717) in addition to getting advice from a counsellor or registrar in your Registrar's Office.

If you have more general concerns (e.g. which job you want in the long run, what your skills and interest may be, and what kind of degree programme would be best for you), try University Counselling Services (1201 Arts Tower, 231-4408). Seminars, a testing programme and reference materials are available.

□ **Advice on Courses** For advice on specific courses, visit the department or school in which the course is offered.

If you have trouble with a course once you are enrolled, talk to the instructor first. If s/he cannot help, try the teaching assistant, a graduate student, or another professor in the department. The Centre for Applied Language Studies and Math department operate special tutorial services open to all registered students. (See "Study Skills".) Often you can learn a lot by getting together with other students in the course to share notes, discuss essays or assignments, or work together (as long as you avoid cheating or plagiarism, of course). If you feel you cannot cope, consider withdrawing but try to do so before the final dates for withdrawal. Visit the Registrar's Office in your faculty for advice on the academic implications, and the Business Office (231-3762) and the Awards Office (231-3735) for the financial implications of withdrawing from one or more courses.

□ **Personal Counselling** On campus, you can try Health Services (231-2755) staffed by psychiatrists, Peer Counselling (231-7476) staffed by fellow students, or University Counselling (231-4408) with psychologists and professional counsellors for someone to talk to about feelings and relationships. These services are all described elsewhere in *Survival*; which you choose will depend on where you feel most comfortable. Remember that we all need this sort of help sometimes. The real problems arise for those of us who postpone it for too long.

□ **Appeals and Legal Advice** At Carleton, the best place to start is with the Office of the Ombudsman (231-6717). We can help if you have a dispute with the university (about marks, academic rules, fines, administrative regulations and so on). For outside legal problems, we provide referrals and para-legal help. (See also "Academic Appeals", "Judicial System", and "Legal Aid".)

□ **Financial Advice** For more information on student aid, visit the Awards Office (231-3735). As well as OSAP and other provincial student aid plans, emergency money may be available from Carleton in small amounts on a shorter-term basis. Budgeting workshops are also planned for this year. If you are a graduate student, visit the Faculty of Graduate Studies (231-4403) which administers awards and bursaries and the Graduate Students' Association (231-4347) which may have a small loan fund.

□ **Miscellaneous** Try the Housing Office (231-6395) for lists of rooms to rent or accommodation to share, as well as information on Residence. Health Services (231-2755) provides professional medical help including nurses, doctors, psychiatrists and a small dispensary. During off-hours, emergency medical help can be obtained by calling the After Hours Health Services in Glengarry House (231-3844). For job information, try the Canada Employment Centre, (231-2600). The Students' Association (231-4380) may also have jobs available.

Course Changes

You are not bound to remain in any course for which you have registered, but the number of courses you are permitted to carry as either a full-time or part-time student is strictly governed. Some limited enrolment programmes frown severely on students taking spaces in controlled enrolment courses for a while, then attempting to drop them, effectively depriving other students from original access to such courses. In addition, there are strict deadlines for changing courses (September 21 for full courses and first term half courses and January 18 for second term half courses). After these dates, you may still drop courses (see "Withdrawing") but you will not be able to register in an alternative course until the next term unless you can show that "exceptional circumstances" are involved.

Finally, if you consider switching courses, make an appointment to see the appropriate advisor in your department, school or institute. S/he should be able to tell you if the course is acceptable for your degree programme. If you are doing something unusual (e.g. taking a course from a very different faculty or one which may overlap with another course you have already taken), you should clear it with your Registrar and consider getting the permission in writing.

Course Load

Students at Carleton find themselves in various categories. There are Special Students (i.e. students who have not yet been admitted into a degree programme). Special students are usually restricted to a course load of one-half to two credits in an academic session. In some circumstances, you may be allowed to register in three credits in the winter term but you need special permission from Continuing Education and, usually, at least a C average in two previous full courses.

The next major category is that of Degree student (which means that you have been admitted to a specific degree programme in one of the faculties). A degree programme student may be studying either full or part time.

For the purposes of fee assessment, a full-time student is one who is registered in four or more full courses (or equivalent). The normal course load for Engineering, Architecture and Industrial Design varies from 5 to 7.5 credits. In Science, Social Sciences and Arts, the normal course load is 5 full credits depending on the programme. Special approval from your Faculty Registrar's Office is needed to exceed this number.

The various student aid plans (e.g. OSAP), the Carleton scholarship programme and Residence all have different specific definitions of full time course load. Check with the Awards Office (231-3735) for the former and the Housing Office (231-6395) for the latter before you decide to switch.

In some situations (for the purpose of academic progress), you may find it to your benefit to switch from full-time to part-time status (or the reverse). Especially if you are, for example, in first year and not yet on the course credit system or on academic probation, make sure you find out how a change in status will affect you.

Course Selection

By the time you receive *Survival*, you should have been sent information about various programmes in each faculty to help new students in course selection and registration. If not, you might want to get in touch with your Faculty Registrar's Office. The Faculty of Arts and Social Sciences, because of their size, have the most elaborate programme. If you plan to register in Arts or Social Sciences, their Summer Advisory Service (231-6634) will assist you in designing a programme.

Your choice of courses in some schools or departments will be limited. Check very carefully in the *Calendar* for rules governing course selection, prerequisites and other restrictions. If you register in the wrong course at registration by error, you may find that your credit will not be applied towards your degree.

Credit Unions

A credit union is basically a co-operative form of banking. Users become shareholders and profits are ploughed back into the credit union, permitting lower rates for members who need a loan. Good financial advice and help in budgeting are side benefits. The Ottawa Community Credit Union is located at 222 Somerset Street West (235-4335). There are other credit unions around, as well, including the Women's Credit Union (233-7711). There are also Caisse Populaires (several branches in Ottawa and Vanier as well as in Hull).

CUSA Special Projects Office

The Special Projects Office (Room 401 Unicentre, 231-4380) produces CUSA's student publications. Among them are the *CUSA Student Handbook* and *Calendar*, the *Student Telephone Directory*, and the *Student Rep Manual*. The Office also helps organize and publicize Students' Association campaigns and events.

The office maintains an extensive Resource Centre which is available to students. It also serves as a research and organizing centre for student issues, such as unemployment, accessibility, housing, tuition, cutbacks and many other issues which affect students.

The Student Health Insurance Service is also administered through the Special Projects Office. This service offers prescription reimbursements and an accident benefit plan.

The extensive facilities of the Special Projects Office are open to students and others during regular business hours Monday to Friday, 8:30 – 4:30. (*Submitted by the CUSA Special Projects Office.*)

Day Care

There is a Day Care Centre on campus with facilities in the Loeb Building and in Renfrew House. The Centre is open 12 months a year. Children are accepted at the age of 6 months to 5 years. Priority for admission is given to the children of students, staff and faculty members of Carleton. Vacancies after that are opened to the public. The programme is developmental, suited to the individual needs of the children. Staff are trained in Early Childhood Education, Mothercraft or equivalent. Parents form the Executive Committee, which is responsible for policy decisions and monitoring of the Centre's finances.

Fees are prepaid on a monthly basis. A subsidy is available from the Regional Municipality for families who qualify. As there is a waiting list for September admission, you should send in your application as early as possible.

For information about the Renfrew House Centre (6 months to 2½ years), call supervisor, Sandy Thompson, at 231-5521; for the Loeb Centre (2½ to 5 years), call the supervisor, Margot Henderson, at 231-6312. (*Submitted by the Day Care Centre.*)

Deferred Exams and Assignments

If you find yourself in traction the day before your final exam or if serious illness, death, family problems, or some other major calamity is affecting you, you may apply formally for a deferred exam or assignment. Contact your Faculty Registrar's Office either before or within fourteen days after the exam date. Documentation will be required in such circumstances (e.g., a letter from your doctor).

These extensions are available in really serious "special circumstances". It is possible that individual instructors will take pity on your problem (too much work, minor illness, breaking up with the love of your life or whatever) and be willing to permit informal extensions. It usually helps if you have been a reasonably good student and have attended classes. Note that they are under no obligation to do so and, in fact, deferring a scheduled final exam or arranging to hand in an assignment beyond December 7 (for first term half courses) or April 15 (for full courses and second term half courses) is technically impossible unless the appropriate Registrar's Office and/or appeals committee approves.

Some professors, not without good reason, are adamant about deadlines and insist on academic penalties if you miss them. Usually they will make this clear (in writing) at the beginning of the year. If they haven't, find out how they feel about the matter. Avoid panic. Remember, it never hurts to ask. The worst that can happen is that the instructor can refuse.

Dental Care Assistance

If you have a dental problem try the following steps.

- Telephone the Dental Emergency Clinic at 523-4185 for an appointment.
- Identify yourself as a Carleton student.
- Attend the appointment and negotiate a reasonable fee with the dentist involved.

Deregistration

The final payment of your tuition fees should be made by January 15. In February, the university will begin to "exercise its right to cancel registration" for students with fees outstanding. Letters mailed in January should inform you that this is happening. Sometimes clerical errors interrupt the process or you may find yourself owing no more than a library fine or a parking ticket. Don't ignore the letters, however. Phone or visit the Business Office (Room 301, Administration Building, 231-3762). Emergency loans may be available for students in financial difficulty.

Deregistration is not an alternative to withdrawing formally. If you do not want to finish the school year, withdraw through your Registrar's Office. (See "Withdrawing".) Otherwise, you may find yourself deregistered, in debt to the university or your transcript frozen.

Disabled Students

The campus of Carleton University is one of the best equipped in Canada for accommodating physically disabled persons. The buildings are in close proximity to each other and are connected by tunnels. All of the main buildings have elevators and are ramped for outside entrance and egress. Many sidewalks have been made accessible by recent curb-cut renovations. Most buildings have washrooms equipped for the disabled. An accessible washroom for exclusive use of the disabled exists at the tunnel entrance to Paterson Hall. Keys for student use during the academic year can be obtained from the Co-ordinator for the Disabled.

A study room in the library has been designed for disabled students' use. Room number 304 in the MacOdrum Library is a quiet study area and has equipment for the visually impaired. Keys for the study area and/or the tunnel elevator can be obtained from the Stack Supervisor at 231-7570. Inquiries about keys may also be made at the Book Return, located at the second floor entrance to the library.

A new accessibility guide for the disabled students has been prepared for distribution. For further information contact the Co-ordinator, Program for the Disabled at 231-3657, or Health Services at 231-2755.

□ **Learning Disabled Students** A committee has been formed at Carleton whose purpose is to recommend to Deans and faculty ways of accommodating the needs of the learning disabled student.

Students seeking help with their particular learning disability and/or information with regard to Carleton University's policy for the learning disabled may initiate inquiries with the Co-ordinator for the Disabled at 231-3657, Room 501 Unicentre. (*Submitted by the Co-ordinator for the Disabled.*)

Distress Centre of Ottawa

The Ottawa Distress Centre (238-3311) is open 24 hours a day to listen to any sort of problem. The service is confidential. It is provided by trained volunteers supervised by a small professional staff.

Employment Standards You Should Know

□ **Minimum Wage** The Ontario Minimum wage for students over 18 years of age working in general industry is \$4.00 per hour as of October 1984.

The minimum wage for students over 18 years of age working in the construction industry is \$4.25 per hour as of October 1984.

The minimum wage for students serving liquor to a customer in an establishment which has been issued a license or permit under the Liquor License Act is \$3.50 per hour as of October 1984.

□ **Equal Pay** Ontario law states that men and women must receive equal pay for equal work.

□ **Overtime Pay** Students working in excess of 44 hours per week must be paid 1.5 times their regular rate.

□ **Statutory Holidays** Students, in general, do not qualify to receive the following holidays with pay: New Year's Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving Day and Christmas Day.

To qualify, students must be employed by the same employer for three months immediately preceding the holiday, work at least twelve days of the four weeks prior to the holiday and work on the regular work day before and after the holiday.

If a student does qualify, he/she must be paid 1.5 times his/her regular rate.

□ **Vacation Pay** All employees, regardless of period of employment, are entitled to vacation pay equal to four per cent of earned wages. Upon termination of employment, outstanding vacation pay must be given.

□ **Termination Notice** Students are entitled to a written notice of termination of employment if they have been employed for three months or more. If notice is not given, then pay in lieu of notice is required.

Notice of termination is not required if the employee is dismissed for just cause or was hired for a specific term or task.

□ **On-the-Job-Safety** If a student feels that the place he/she is working in is unsafe, he or she should contact the nearest office of the Ministry of Labour.

Ontario law protects employees who seek enforcement of safety laws from employer discipline.

□ **Ontario Human Rights Code** A student when applying for a job cannot be discriminated against due to race, creed, colour, sex, marital status, nationality, ancestry or place of origin.

□ **Workmen's Compensation** provides compensation, medical aid benefits, rehabilitation services, and pensions for employees who have been disabled by a work-related injury.

Students can find out whether a potential employer is covered by this Act by writing or phoning the Workmen's Compensation Board, 2 Bloor Street East, Toronto M4W 3C3, (416) 965-8851.

□ **Canada Pension Plan** All students over 18 years of age must make contributions towards the Canada Pension Plan. If excess contributions are made, they may be refunded with income tax payments.

Exam Regulations

The penalties for breaking exam rules are severe.

If you find yourself panicking before you get to an exam, talk to your instructor or a counsellor. It may help. When you get to an exam, don't sit with friends. You may be tempted to simply make chit-chat, and to communicate is breaking the rules. That's how strict it is. Don't communicate with any one but the proctors. Don't carry notes, books or papers to your seat.

All this, and related details, are spelled out on the back of your official exam booklet.

If anyone ever accuses you of cheating, see the Ombudsman for assistance.

If you are suspected of cheating or breaking exam rules, you will be asked to attend an "interview" with the Dean of your Faculty. Penalties may run from failure to suspension. The Office of the Ombudsman (Room 511 Unicentre, 231-6717) can provide you with all the details regarding these instructional offences.

Exams

Exams are graded from A to FNS (Failure No Supplemental) and each grade has a corresponding numerical value to a maximum of 12. The numerical scales are basically an administrative convenience used to calculate averages. The mark ABS (Absent) is assigned if you fail to write the final exam or supplementals even though course work has been completed. Essentially an ABS is considered a failure. (See also "Deregistration".)

If you miss an exam and have a reasonable excuse, see your instructor and your Faculty Registrar's office immediately. You may be able to arrange a deferred exam. (See "Deferred Exams and Assignments".)

Supplemental exams are also available – sometimes. (See "Supplemental Exams".) Definitely read the relevant sections of the 1984-85 *Calendar*. Then check with your Faculty Registrar's office to find out what choices are best for you.

You should know that Carleton does not have an official internal numerical equivalent for each letter grade. The listing on p. 42 of the *Calendar* has no internal application. In other words, a professor could give an A for 90% grades and another professor could give an A for 75% work.

If this seems unusual or unfair, let the Dean of your faculty know your feelings. The Office of the Ombudsman is encouraging the university to state numerical equivalents in the *Calendar*. You should also contact that office if you wish to let your views be known.

At the very least ask your professor what she/he considers an A, B or C to equal in numerical terms. Perhaps your professor will agree to include this in the course outline.

Expenses and Budgeting

It costs money to attend university. Try to ensure that you have enough before you enrol. The following breakdown of estimated costs gives you a rough idea of how much "study money" you will need. For information on student aid, loans and bursaries, contact the Awards Office (Room 202, Administration Building, 231-3735).

□ **Tuition and miscellaneous fees** range from \$1,156 to over \$7,115 depending on your programme and status. (See the *University Calendar* p. 46 for details.)

□ **Books and equipment** will cost a minimum of \$400, depending on your programme. Engineering students should budget \$450; Architecture students at least \$1,000.

□ **Rent and board**, if you live off-campus for eight months, may cost \$2,820. A private apartment would cost more; shared accommodation in a Co-op and careful food shopping may cost less. Of course, if you live with parents or relatives, this item may be lower or even non-existent.

□ **Local transportation** costs will depend on the distance you travel to Carleton each day. A basic bus pass costs approximately \$30 a month or \$240 over the school year. (See "Bus Transportation".)

□ **Recreation and entertainment** costs depend entirely on the individual; budget at least \$400.

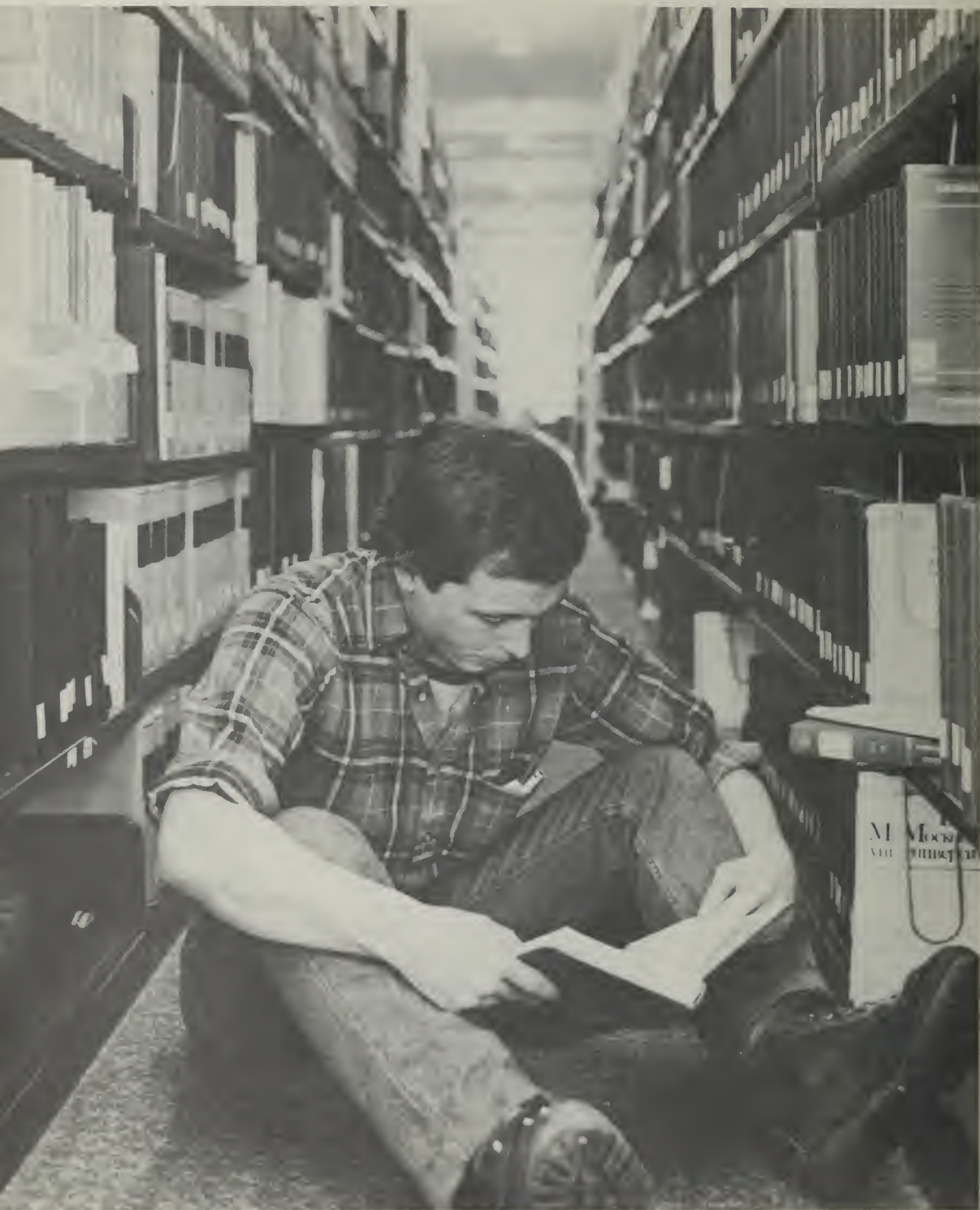
□ **Laundry and clothing** should cost at least \$200.

□ **Return trips home** depend entirely on where your parents live and how often you visit.

□ **Miscellaneous expenditures**, such as stamps, stationery, toiletries, medical supplies and bought lunches will total at least \$500.

In general, the budget for an Arts or Science student living on campus can be \$6,000 or more for the school year. To meet these costs, you may need help. In addition to careful budgeting, savings from summer and part-time jobs and help from your parents or spouse, you can apply for student aid through the Awards Office.

Finally, the Awards Office will once again offer budget counselling in the fall. Especially if you will be away from home for the first time, these informal sessions may help prevent the "empty pocket" syndrome next March. For details, call 231-3735. (*Submitted by the Awards Office.*)



Fee Refunds

Under "Consumer Information", you may have noticed that a seller is never under an obligation to offer a refund unless the goods are faulty or there is misrepresentation involved. This is true if you purchase a service (such as an instructional programme) as well as if you purchase a product.

Carleton's policy on refunds is more generous than the minimal requirements of the law. If you want to withdraw from your programme, you may be eligible for a refund. Remember that Carleton uses a pro-rated system. Withdrawing at Christmas *does not* mean you get half of your fees refunded. To avoid unpleasant surprises, it makes sense to read the relevant sections of the *Calendar* (especially page 42 and pages 46-48).

Financial Aid

The following is a brief list of financial aid available at Carleton. For detailed information and application forms, get in touch with the Awards Office, Room 202 Administration Building, 231-3735.

□ **Entrance Scholarships** Carleton offers scholarships, tenable at the university, to students entering as full-time undergraduates with Ontario Secondary School Honour Graduation Diplomas (or equivalent) and high potential for university studies. The entrance scholarships for 1984-85 are:

□ Three scholarships, with a total possible value of \$10,000, over four years (\$4,000, \$3,000, \$2,000 and \$1,000). These scholarships may be continued each year of full-time enrolment, provided the students maintain A standing. An application for these scholarships must be completed and returned to the Awards Office by May 14. Priority, in assessing the applications, will be given to academic performance. The committee may also consider the applicant's other interests and activities during secondary school.

□ Seventy scholarships, with a total possible value of \$3,000 over three years (\$1,000 per year). These scholarships may be continued for two years of full-time enrolment, provided the student maintains A standing.

□ One hundred scholarships valued at \$750 for the entrance year only.

□ One hundred awards valued at \$150 for the entrance year only.

□ Twelve awards valued at \$250 for the entrance year only, to be given to the top six students entering Carleton from Ottawa and Carleton Boards of Education. These awards will be in addition to any other the student may receive from Carleton.

□ Graduate students should contact Graduate Studies (Room 1513 Arts Tower, 231-4403) for details on Graduate Awards.

□ **Bursaries** Bursaries are non-repayable and awarded after registration to students who can prove genuine financial need and who have reasonable academic standing. Students are required to apply for provincial loans and grants first. Complete the application form and arrange an interview with the Director of Student Awards or Awards Officer.

□ **Student Loans** Ontario residents can apply for OSAP (the Ontario Student Assistance Program) which is made up of Ontario Study Grant, Canada Student Loan, Ontario Student Loan and Ontario Special Bursary. The loan component is usually guaranteed by the federal government. Repayment begins six months after you stop being a full-time student. Last year, one-third of Carleton's full-time students relied on OSAP. The average loan and bursary was \$3,400.

A basic premise of OSAP is that it supplements, rather than replaces, your own financial resources and those of your family. Your spouse or parents are expected to contribute (and disclose their actual income) and you are expected to use your summer job earnings. If unemployed or underemployed in the summer, see the Awards Officer about an appeal, but keep track of all your applications and job hunts.

Don't wait until you are accepted at Carleton to apply. If you decide to register elsewhere, cancel your application and submit a new form to the new institution.

□ **Application Deadlines** Apply as early as possible. To ensure you are assessed before September, send your completed application to the Awards Office by June 15. The absolute deadline is January 31, but as the applications sometimes take two months to process, don't wait until then. If you haven't applied before you arrive in September, make your first stop at the Awards office.

□ **Other Provinces** If you are not from Ontario, you may be eligible for loans and grants from your home province. For purposes of student aid, this is usually the province where your parents currently live, or, if you are an "independent" student, the province in which you have most recently lived and worked for 12 consecutive months outside of full-time attendance at a post-secondary institution.

Quebec residents should apply for student aid from the Quebec Student Loans and Bursaries Service, Department of Education, Quebec City, Quebec. The application deadline is June 30. Get the forms directly from Quebec. All applications must be stamped officially by the Awards Office. A booklet with your application describes details.

□ **International Students** Students from other countries, who are on student visas, are not eligible for any government aid. (You must have Permanent Resident status and meet residency requirements.) You must have enough money before being issued the visa in your home country. However, if you run into unexpected expenses at Carleton, you may be eligible for modest amounts of aid from the bursary funds. Graduate Studies may be able to help you if you are a graduate student.

□ **Carleton University Emergency Loans** If, after registration, you run into unexpected expenses or your student aid is delayed, you may be able to borrow temporarily from Carleton's emergency loan fund. To apply, arrange an interview at the Awards Office.

Graduate students may also get some help from Graduate Studies (231-4403) or from the Graduate Students' Association (231-4347).

□ **Part-time Students** Most provincial student aid programmes are open only to full-time students (registered in three or more courses). If you are an Ontario resident, however, you may be eligible for some parts of OSAP aid. For information and application forms, contact the Awards Office. Have a personal interview if you can. (*Submitted by the Awards Office.*)

Food Services

There are four à la carte cafeterias on campus: the Loeb Cafeteria, located on the 1st level Loeb Building; the Peppermill, located on the 2nd level Unicentre; the Oasis, located on the 1st level Commons Building; and the Fit Stop, located in the Athletics Complex. In addition, Hot Diggity's, a fast food kiosk is located near the large vending bank on the 1st level Unicentre. It is open late hours and weekends. Vending machines are also located on the 1st level Mackenzie, 2nd level Residence Commons, 1st level Loeb, 5th level Administration Building and at the Tunnel Junction.

The Residence Commons dining halls are available for single meal service and meal tickets can be purchased at the Service Desk in the main foyer of the Commons Building. To help off-campus students, the Housing Department has a variety of meal plans (at a discount) which enable participation in food programmes which are similar to those offered to residence students. If you cannot or do not want to cook where you are living, these plans may be a very convenient and economical way to eat.

Housing and Food Services is very interested in any comments, observations, complaints or compliments you have about the quality of service provided at any of our cafeterias on campus. Please feel free to call (231-6395) with any feedback you care to offer. (*Submitted by Housing and Food Services.*)

Gay People At Carleton (GPAC)

Being gay isn't easy. Gays and lesbians face hostility from many sources: peer groups, family, service professionals, social and religious institutions and even, due to the conditioning of society at large, ourselves. The fact that many gay people feel totally isolated, doesn't make it easier. Fortunately, Ottawa has an active and organized gay and lesbian community, providing many opportunities for lesbians and gays to break through this isolation and find support.

Gay People at Carleton (GPAC) organizes discussions on topics relevant to gays and lesbians, as well as films, social events and consciousness raising within the Carleton community. Meetings are held at 7:30 Tuesday evenings in Room 504 Unicentre.

Gays of Ottawa (GO), Ottawa's largest gay and lesbian organization, provides a wider range of services. Operating from the Gay and Lesbian Community Centre at 175 Lisgar Street, GO provides Lesbian Drop-In nights, (Thursdays), Gay and Lesbian Youth Drop-In Nights (Wednesdays), support groups for gay fathers, lesbian mothers, as well as Men's and Women's Pub Nights (Friday and Saturday nights respectively), monthly dances, and occasional concerts and art exhibits. GO coordinates political action, self defense courses, and as part of its educational outreach, a speakers bureau and a small library.

Also operating out of the Centre is the Gayline, at 238-1717, providing telephone counselling, referral to unbiased medical, legal, or psychiatric professionals, and up-to-date information about other gay resources, support groups, and social institutions locally and nationally.

GO also publishes a small newspaper, *GO INFO*, in English and French. It is available free from the centre or from Octopus Books in the Glebe, or the Ottawa Women's Bookstore on Elgin Street. (*Submitted by GPAC - Gay People At Carleton.*)

Grades

When you register, you will give Carleton two addresses; a home address and a local address in Ottawa. Grades, at different times, will be mailed to either of the two addresses.

Winter session final grades are mailed to your home address in the first week of June as are summer session grades in the first week of September. Your grades from first term half courses in the winter session, however, are mailed to your local Ottawa address in January. If you do not want your home address used, tell your Faculty Registrar's Office as soon as possible.

You should also know that Carleton does not have a consistent grading system. Although the university has a twelve point grading system, most professors use letter and numerical grades. One professor may consider an A worth 75% and another may consider an A to be 90%. Sound peculiar? Well, it is, but it does exist. Some professors also use a bell curve style of marking. You should be able to request an explanation of a grading system from your professor. You should do so at the beginning of the year and ask that it be included in the course outline. The Office of the Ombudsman is encouraging the university to set a standard system to avoid this confusion. If you have any problems in this area, please let the Office of the Ombudsman know.

If you are unhappy with your statement of marks, check first with your instructor. If you want to pursue a formal review of grade, you should apply in writing to your Faculty Registrar's Office within 14 days of the final release of the results. If you are out of town, write to them. Remember, however, that a review of grade can result in a lower mark. (See "Appeals and Petitions".)

Grades are usually posted in your department by student number before they are mailed. The earlier you get a look at the list, the earlier you can begin considering whether or not you want a review of grade.

Clerical errors can occur and substantive errors in grading are possible. See your instructor informally first.

Graduate Students

There are about 1,850 full and part-time graduate students at Carleton. Their conditions of study are governed by the *Faculty of Graduate Studies and Research Calendar*, which is published on a yearly basis. This is where to start in checking out rules and regulations. If your problems become complicated or if the rules seem unclear, phone or visit the Faculty of Graduate Studies and Research office (Room 1513, Arts Tower, 231-4403). The Dean is Professor S.F. Wise; the Associate Deans are Professor D.R.F. Taylor (Academic) and Professor J.W. ApSimon (Research).

Graduate students (and those in fourth year Honours) are entitled to a 4 week loan period from the library. Make sure you receive a specially marked borrower label for your ID card at the Circulation Desk. The library is computerized but the machinery is not hooked up with your academic records in any way. To avoid fines later, bring your registration contract to the library when you get your sticker and specify that you want the extra borrowing weeks. As a graduate student, you may also ask for a special card at the Circulation Desk which will entitle you to borrowing privileges at the University of Ottawa, as well as other Ontario universities.

Graduate Studies operates a special emergency bursary fund. The fund is extremely limited, but if you are badly strapped financially, they may be able to help. There is also a small loan fund run by the Graduate Students' Association (Room 511A Unicentre, 231-4347) and an emergency loan fund in the Awards Office (231-3735).

New graduate visa students should note that tuition fees for foreign students are substantially higher than fees for domestic students although some visa students may be exempt from the higher fees. (*Submitted by the Faculty of Graduate Studies and Research.*)

Graduate Students' Association

Carleton's graduate students are members of the Graduate Students' Association, Carleton Inc. (Room 511A Unicentre, 231-4347). The GSA is active on several levels; within the university, within provincial and national student federations (Ontario Graduate Association, Canadian Federation of Students). GSA seeks to initiate activities within the graduate community and at the departmental level.

The Executive of the GSA is elected in April and takes office in September. This year's executive is: Glen Voycey (President), Karen Stirling (Secretary-Treasurer), Alden Cuddihy (Vice-President External) and Grant Gillies (Vice-President Internal). Departmental representatives are elected by the individual departments in September. All departments are entitled to one representative for each Master's and Doctoral programme.

The GSA also runs Mike's Place, a graduate student pub, located in the Unicentre opposite the Peppermill, and the Lewis Lounge, a reading room adjacent to Mike's Place. In addition, a graduate student bash is held, in the first and second term. (*Submitted by the Graduate Students' Association.*)

Graduation

Remember that in order to graduate you must apply formally to do so. It is *not* an automatic consequence of finishing your final course. It is up to you to inform your Faculty Registrar's Office of your intention to graduate.

The deadlines for 1984-85 are: December 1 (for winter graduation in February) or February 1 (for spring graduation in June) or September 1 (for fall graduation in November). If it is important for you to graduate on time, it is useful to ask the advisor in your department to check over your whole programme in September. Otherwise, you may get a nasty surprise the following spring.

Ham Radio Club

The Students' Association sponsors a Ham Radio Club (Room 502 Unicentre) with all the equipment and instructional help necessary to learn about or how to operate ham radios. For information about the club, phone or visit the Students' Association (Room 401 Unicentre, 231-4380).

Health Insurance

The Ontario Health Insurance Plan (OHIP) is the basic health insurance available to Ontario residents.

Applications for non-group enrolment may be picked up at Health Services, 6th Floor Unicentre. If you are turning 21 this year, you must apply for your own OHIP number. If you apply at least 30 days before your birthday, you should have continuous coverage. However, if you apply during the month of your birthday, you may have a 3 month wait.

International students who apply for OHIP within the first three months after their arrival will receive coverage effective the first month after application. When applying after 3 months, there will be a 3 month waiting period.

Also, all full-time students can be covered by a Health Plan brought in by the Students' Association. (See "Students' Association".)

Health Services

Health Services (Sixth Floor Unicentre, 231-2755) provides comprehensive medical care for the university community, including students who live off campus as well as those in Residence. The goal of Health Services is to ensure that you benefit totally from your experience at Carleton.

Please drop by if you need medical care and/or information. It is important to seek help promptly whenever you have physical or emotional health problems. Waiting to see if it will go away often leads to unnecessarily missed classes, trouble in concentrating on school work, or a worsening of problems which could otherwise have been resolved.

It is preferred that appointments be made if the problems are not urgent. Of course emergencies will be treated immediately. Confidentiality is strictly observed. No information is released unless requested by the person concerned.

Health Services is open from 9:00 a.m. to 5:00 p.m. every weekday. Physicians and nurses are available to advise you about and treat almost every medical requirement. The services available include treatment of illness, preventive health counselling, birth control, counselling and referral for abortions or care in pregnancy, diagnosis and treatment of venereal disease, allergy shots, immunization and referral to specialists as needed. The clinic atmosphere is supportive. You can find a "shoulder to cry on" and a sympathetic voice.

If at any time you want to talk to someone about personal difficulties, a staff of competent psychiatrists is available for consultation and treatment. For appointments, call 231-2755.

Finally, from September 1 to April 30, After Hours Health Care Services (Room 226, Glengarry House, 231-3844) are available if you are ill. A nurse is in attendance from 5:00 p.m. to 9:00 a.m., Monday to Friday and 24 hours a day on weekends. Doctors are on call for any student who needs immediate medical help. Beds are available for people who need observation for a few hours or overnight.

The After Hours Health Services is located in Residence but it is operated for all Carleton students. Please feel free to use it. *(Submitted by Health Services.)*

Health Services Counselling

□ **General Clinic** General practitioners and nurses are on staff to counsel on various aspects of health care, including: birth control, nutrition, immunization and smoking. We provide treatment of anxieties and depressions which are often caused by situational stress and/or related to deeper underlying problems. An appointment is scheduled with one of our physicians and, if it is felt that the problems require more specialized therapy, referral is made to one of the psychiatrists.

□ **Mental Health Services** The Health Services has three psychiatrists, (physicians specializing in psychological medicine – psychiatry).

Most patients have problems in interpersonal relationships or difficulties with self-image or learning. A very small number have severe mental illness requiring admission to hospital or treatment with medication.

The main treatment modality is psychotherapy where the psychiatrist tries to explore with the person the roots of his/her current difficulties in the context of his/her previous experiences and thereby increases awareness and coping ability. The psychiatrist does not, in any way, interfere with the person's own decisions or wishes.

The Health Services does not like to set limits in the area of counselling but we prefer to maintain an "open door policy" to deal with many issues and, if necessary, to refer to more appropriate services.

Acute problems are dealt with on a "walk-in" basis and are not deferred until a major situation arises.

□ **After Hours Health Services** This service is available on weekends, evenings and overnight during the academic year to handle urgent, distressing problems. *(Submitted by Health Services.)*

Hospitals

Hospitals in the area include:

- **Ottawa Civic Hospital**, 1053 Carling Avenue, 725-4000.
- **Riverside Hospital**, 1967 Riverside Drive, 731-6710,
- **Grace General Hospital**, 1156 Wellington Street, 728-4611
- **Ottawa General Hospital**, 501 Smyth Road, 737-7777
- **Queensway-Carleton Hospital**, 3045 Baseline Road, Nepean, 820-2000
- **Hôpital Montfort**, 713 Montreal Road, 746-4621
- **Children's Hospital of Eastern Ontario**, 401 Smyth Road, 737-7600
- **Royal Ottawa Hospital**, Psychiatric Services, 1145 Carling Avenue, 722-6521 or 505 Smyth Road, 737-7350.

Housing Office

□ **Off Campus Housing** To assist those students who choose to live off campus, the Housing and Food Services Department maintains a service where interested landlords can list available accommodation. These listings are posted in the area of the Housing and Food Services Department office and are accessible 24 hours a day.

It is essential to remember that the service cannot provide a print-out listing of available accommodation. Information can only be obtained from the Listing Board. The service does not include the inspection of the listed accommodation. It is the responsibility of the individual to view the accommodation and to come to his/her arrangements with the landlord. During normal office hours, staff of the department are available to offer advice and information about off-campus accommodation.
□ **Summer Housing** If you have never been to Carleton, and feel that you want to get to know your future surroundings before the start of the academic year, it may be possible to obtain overnight accommodation in the residence at reasonable rates during the summer. The best time to obtain such accommodation is between July 1 and August 15. Reservations are strongly recommended. Contact the Service Desk of the Housing and Food Services Department, Carleton University, Commons Building, 1233 Colonel By Drive, Ottawa, Ontario, K1S 5B7 (Ph. 231-3610.)

□ **Crash Pad** If you have not secured accommodation when you arrive in Ottawa before the start of classes, you may wish to take advantage of the hostel-like service available through Housing Office. Mattresses, etc., are placed in the Residence Commons and you may stay for an evening or two for a very nominal fee. Phone 613-231-6395 for more information. *(Submitted by Housing and Food Services.)*

Income Tax

Income Tax returns, tables and guides are available at any post office, including the one on campus. For detailed information, special forms (e.g. the T1-M Moving Expenses Form), and explanatory pamphlets (such as "Income Tax and the Student"), phone or visit the Ottawa District Tax Office (360 Lisgar Street, 996-8340). For information about Quebec provincial taxes, call or visit the provincial revenue people (170 Hotel de Ville, Hull, 770-1768).

It can be to your benefit to file even if you have no taxable income, since you may be eligible for the Ontario tax credit. The credits are "real money" returned to you, rather than deductions from your taxable income. Unfortunately, people on student visas are probably ineligible. For information dial 1-800-268-7121.

By the end of February, Carleton will have mailed your tuition and education deduction forms. T4A's (bursaries) and T4's (earnings including assistantships). If you do not receive yours in early March, call the Business Office (231-3762).

Finally, if you encounter any problems call the Ombudsman (Room 511 Unicentre, 231-6717) for information.

Information

Sources of information at Carleton are:

Information Carleton
4th Floor Unicentre
231-7177

Information Carleton, staffed by students and run by Information Services, is especially useful. The staff can tell you about exam schedules, entertainment in the pub, special events, regular services on campus and where to go for answers to more serious questions. Information Carleton also provides information on off-campus events (for example, the National Arts Centre and other entertainment events) and is the drop-off for all sorts of flyers and publications including many of those listed under "Publications" in *Survival*.

In the area of Information Carleton is the Community Bulletin Board listing events, activities, meetings, and important student deadlines in a "week-at-a-glance" format. There is also a Rides Board (rides offered and wanted), a Flea Market Board (with articles for sale), a Housing Board (listing accommodation wanted or offered), and a chalk board for emergency messages. Two free phones are located in the area just outside the Faculty Club. (Please, no long distance calls!)

Information Services
605 Administration Building
231-3600

An Information Resource Centre is located in the Information Services Office. The centre houses agenda and minutes of many open University meetings as well as major reports and news releases from provincial and national bodies which influence post-secondary education in Ontario. If an organization or group is looking for a speaker, Information Services also operates a volunteer Speakers Bureau.

Finally, the downtown

Community Information Centre
377 Rideau Street
238-2101

is worth a call for information about agencies and organizations in the Ottawa area, including health, legal, educational counselling, recreational and social services. We have used them for everything from information on where to get a birth certificate or how to get rid of a dead cat, to the distance in kilometres between Ottawa and Toronto. (See also "Counselling and Advice" and "Publications".) (*Submitted by Information Services.*)

International Students

University Counselling Services (Room 1201 Arts Tower, 231-3724) runs an advisory service for international students. Drop by for current information on immigration law and policy, on resources and services available, or to discuss matters of special concern. The Foreign Student Advisor is Bernice Borden. In January, Brenda Stewart will return to that position.

If you have questions about the law, you may also try the Office of the Ombudsman (Room 511 Unicentre, 231-6717).

Student visa holders should adhere very carefully to the conditions stated on the "student authorization". The rules governing your stay in Canada are strictly enforced by the federal government. For example, your authorization is valid only for study at a particular institution (university, college, etc.) and thus, if you plan to change universities, make sure you contact Immigration (995-8131) well beforehand to have your visa changed. If you wait until you have registered at the new institution, you are technically contravening the conditions of your visa and you could be asked to leave the country.

Your student visa does not entitle you to work in Canada. The definition of "work" is quite wide and includes payment in kind (e.g. free room or board) or even work for which you are not paid at all but which a Canadian citizen or landed immigrant (permanent resident) would otherwise be doing for pay. Also prohibited are any jobs at the university, including marking or researching (for pay) or the teaching/research assistantship component of a graduate student's award unless you have a work permit.

In practice, you will be able to get a work authorization or permit for a University assistantship or for research or marking at Carleton without much trouble but you must get the permit from Immigration before you begin to work – not afterwards. For other kinds of jobs, the difficulty is greater since you must prove that there is no eligible Canadian or landed immigrant (permanent resident) to do the same work. If you have a very specialized skill, however, this may be worth attempting.

If you think you may be inadvertently contravening the conditions of your visa, try to act on it at once. The Office of the Ombudsman will be able to help you. More often than not, Immigration officials are quite sympathetic to someone who in good faith discovers s/he has contravened the rules out of confusion, error or ignorance. Your good faith is best demonstrated by acting quickly and directly and often you may save yourself worry or further problems.

Jobs

The Students' Association (Room 401 Unicentre, 231-4380) describes itself as the largest employer of students on campus. Students are hired as pub staff, cashiers, operating personnel, and so on. The first issue of *The Charlantan* should list all the vacancies. Some of the Students' Association jobs are filled over the summer. As staff leave and the waiting list is exhausted, temporary casual vacancies may arise. If you could use a short-term job, give them a call. Registration itself is also a source of short-term university jobs. (See "Registrars' Offices for phone numbers.)

Various parts of the university also hire students for part-time work during the school year. In particular, try Information Carleton (231-7177), Capital Foods (231-6629), Saga Foods (231-3710), Student Liaison (231-2738), the Athletic Centre (231-3746), the Library (231-5840), Instructional Aids (231-6658), and your own academic department (just in case there is money around). Check Carleton's Personnel Office (231-2780) in August as well.

Most of these jobs include working in the cafeteria, guiding tours for high school students, booking squash courts, stacking books in the library or running audio-visual equipment. They are on campus and they can help pay your way through school without conflicting too much with your academic work.

Finally, if you have never had a career oriented job and you have some spare time, you might try volunteer work around campus. Check out *The Charlantan* (231-4480) or CKCU-FM (231-4498), if you are interested in the media or public relations. If you are a Psych major with an interest in counselling, for example, you might want to volunteer at the Peer Counselling Centre (231-7476) or at one of the various social agencies, like Children's Aid and the Youth Services Bureau. Working for the Students' Association (231-4380) can also provide useful experience. For off-campus opportunities, call the Central Volunteer Bureau (236-3658).

Although unpaid work is not highly valued in our society, it may be of some help in getting a "real" job later on. Meanwhile, what you can learn about responsibility, organization and personal relations can always be put to use. (See also "Canada Employment Centre (on campus)".)

Judicial System

The judicial system is usually followed when a student is charged with an instructional offence such as plagiarism, cheating, or classroom disruption. Although the university is very strict about such things as exam regulations, it does make sure that any student charged with an instructional offence has an opportunity, either at a dean's interview or at the tribunal stage, to explain her/his side of the story. If you are charged with an instructional offence, seek the assistance of the Ombudsman for an explanation of procedures.

The university is still looking at the feasibility of establishing a student code of conduct (i.e. what would be unacceptable behaviour for a university student). If you have suggestions for a code or comments on why there should even be such a code, feel free to write the Clerk of Senate, Room 607, Administration Building. If there is to be such a code, it could affect you, so let your views be known.

Landlord and Tenant Relations

Some of your rights and obligations as a tenant arise from municipal by-laws, health and safety regulations and the Human Rights Act. The bulk, however, is defined by the old Landlord and Tenant Act (Part IV, Residential Tenancies) and, for rent review, by the proclaimed parts of the Residential Tenancies Act. If you have a specific landlord and tenant problem, call or visit the Office of the Ombudsman (Room 511, Unicentre, 231-6717). Although the staff are not lawyers, their experience will help. Should the legislation change, as promised, the latest info will be available. The new act, for example, would cover many people now classified as "roomers" (but not Residence students). So stay in touch.

The following list, of what your landlord must and what s/he cannot do, applies whether or not you have a lease. However, you must be a tenant. If you are not renting a self-enclosed unit with private bathroom and kitchen, you may not be covered by the protective legislation.

The landlord must:

- ☐ provide premises in a good state of repair, meeting municipal safety standards and health regulations;
- ☐ provide a heating system which maintains a day-time room temperature of 68 degree F. at 5 feet above floor level and 3 feet from exterior walls;
- ☐ repair ordinary "wear and tear" breakdowns;
- ☐ give 60 days notice to terminate a tenancy even if you do not have a lease (see below);
- ☐ give 90 days written notice to raise rents and, in any case, may raise rents only once a year per unit and accept a decision in the Tenancy Commission if the amount of the increase is in dispute;
- ☐ provide a supply of vital services (heat, water, electricity) whether or not you are facing eviction;
- ☐ permit political party workers or candidates access to tenants.

The landlord may not:

- ☐ enter your apartment without giving 24 hours notice except in an emergency;
- ☐ lock you out of your unit;
- ☐ evict you without a court order;
- ☐ seize any of your belongings (e.g., to cover back rent);

- collect a security deposit to be held against possible damage (a deposit of the last month's rent is acceptable but 6 per cent interest is due);
- unreasonably refuse you the right to sublet
- deny accommodation on the basis of race, creed, colour, religion or other grounds proscribed by the Human Rights Act (but your being a student is not covered);
- try to evict you because you are seeking to enforce your rights under the Landlord and Tenant Act.

The following are some other points of common interest to students. Remember, this is only a rough outline. For a specific problem, make sure to consult a source of legal aid.

- **Roomers and boarders** are not explicitly covered under the Landlord and Tenant Act. If you live in a rooming house, boarding house, or university Residence, you probably have none of the rights (or obligations) of a tenant.

In some cases, it may not be clear whether you are a tenant or not, so seek expert advice before you make a decision.

- **Shared accommodation** can create some problems since it is not clear, if there is not a lease, who the tenants are. On the other hand, any special agreement you make with the lease-signer(s) or tenant(s) is probably binding. For example, you can agree to give each other 60 days notice of departure instead of the 30 days applicable to a roomer who pays by the month. You could also agree that no one can leave for 8 months or a year without finding a suitable replacement. Of course, one problem with such a verbal agreement might be proving it was ever made.

- **Agreements to lease** are binding contracts. Some landlords (especially realty companies) have forms which bind the tenant but not the landlord. Make sure you know what you are signing.

- **Leases**, like other contracts, are never all-or-nothing propositions. Read your lease carefully. Treat objectionable items as negotiable. Any special arrangements (e.g. repairs to be done, provision of parking) should be put in writing and signed along with the lease. There is no single "standard" lease in Ontario. If you wonder about the fairness of yours, have someone with legal training look at the lease before you sign. (Try Ottawa U. Legal Aid or the Office of the Ombudsman.) It may be useful to keep (and have the landlord sign) a list of the condition of the unit and appliances.

- **Termination** of your tenancy is possible if you give 60 days written notice on a month-to-month tenancy (without a lease). Count the 60 days from the day rent is due. Since your landlord cannot "unreasonably refuse" you the right to sublet, you should be all right if you can find new people to take over for you in a period shorter than 60 days. If you have a lease *which you do not want to renew*, 60 days notice is required before the end of the lease. The same period of notice is required from the landlord at the end of a tenancy. However, if you are unwilling to depart, you need not leave. The landlord must then proceed to court after sending you an official termination notice. There is a finite list of reasons which the court will accept. This includes undue damage (by you or your friends), non-payment of rent, consistent late payments of rent, disturbance of other tenants, over-crowding, carrying on an illegal business, or the wish of the landlord to use the unit her/himself (or for close relatives). In any of these situations, of course, you have the right to try to disprove the landlord's claim.

In the case of renovations or demolition, your landlord must offer 120 days notice (about 4 months). You, in turn, can terminate before the time is up by giving only 10 days notice to the landlord. (You should do so in writing and pay your rent up to that date.) You can hold out for a court hearing where the landlord must prove that s/he actually plans major renovations, conversion, etc.

- **Eviction** basically involves a termination before your tenancy period is over. If you refuse to leave, the landlord must serve you with an official notice (giving reasons) and take you before a county court judge in chambers. Again, you have the right to respond, to "counterclaim", to attend and be represented. Despite rumours to the contrary, a landlord may ask for a writ of possession (eviction order) even in the dead of winter. However, his/her reasons must be acceptable. If you have a lease, the reasons may include the breaking of one of its terms but the decision is up to the court. Usually, it must be a fairly major breach of the agreement which is involved.

- **Subletting** should not be confused with termination of a lease. Unless your landlord agrees voluntarily to sign a new lease with the subtenants (making them tenants, in fact), subletting leaves you as a middle person responsible for every obligation under the original lease. Your landlord may refuse to sign a new lease with new people. However, s/he cannot "unreasonably refuse" you the right to sublet. In practice, a sublet fee of \$50-\$75 is common; the Act allows the landlord to charge a "reasonable" fee to recover sublet costs (credit check, etc).

If you find yourself with subtenants, make sure to get a written agreement from them. Check their references thoroughly and, if possible, get their first and last months' rent on deposit. You can choose to sublet for a given period (i.e. if you want to return to the unit in September) or to "assign" the lease until its termination. Also remember to change the hydro, phone and other bills so that they won't be in your name while you are away.

- **Enforcing your rights** as a tenant can be difficult. If you have a specific problem, discuss it with an expert. If you suspect you are headed for court, visit Ottawa University Student Legal Aid (231-5855). The law students can represent all low-income people (most students would qualify) in court over a landlord tenant dispute.

Legal action, of course, is a last step even with free representation from Student Legal Aid. You should first check out all the facts. Then talk it over with your landlord. Tactful persuasion is always the best way to reach an agreement. (If it succeeds, it is fast, free and least unpleasant.) If the dispute persists, put your claim in writing and send the letter by registered mail. Give your landlord a set period (e.g. two weeks) to respond.

If repairs are a problem, call City Hall (Property Standard Branch, 563-3232), the Health Inspector (226-1152) and/or the Fire Prevention Bureau (233-9386). They will certainly inspect the premises. They may be slow to act, unless the problem is very severe, such as no water supply or no heat in January, but eventually the landlord will be forced to comply if repairs fall under their jurisdiction.



While legal action may be a last step, do not avoid it especially where the remedy you seek is, for example, termination of a lease or an injunction against the landlord for major repairs. It can often be quick and efficient. Do get advice and representation however, especially since for most students, it is available free of charge.

□ **Self-help remedies** like with-holding rent or moving out, can be risky. In the latter case, you might find yourself owing a good deal of money. Despite an obligation to make an honest effort to rent the unit to someone else, the landlord is basically entitled to his/her end of your bargain. S/he will probably try to sue you in Small Claims Court for lost rent (while the unit was vacant). Again, get advice to protect yourself as much as you can. (See also "Apartment Hunting" and "Rent Review".)

Legal Assistance

Never hesitate to ask for legal assistance even if you are not sure if you really need it. In serious situations, low income people, and students can fall into that category, can usually get free legal representation. Here is a list of local sources of help. Use them.

□ **The Ontario Legal Aid Plan** is provided by a provincial statute under which a low income person can obtain a "certificate" accepted in lieu of payment by participating lawyers. Most full-time students would qualify; others may receive at least partial help, if, on assessment, it is determined that you can afford to pay part of the costs. Apply through the Ontario Legal Aid Area Office (167 Lisgar, 238-7931) or through a lawyer of your own choice or Duty Counsel present in court.

Legal Aid also operates clinics where lawyers are available for consultation free of charge. Phone for the times and location around Ottawa. There is also a Law Line in Ottawa, 236-3893. The office hours are 10:00 a.m. to 4:00 p.m.

□ **Student Legal Aid** at the University of Ottawa, also operates under the Legal Aid Act. The clinic, staffed by second and third year law student volunteers, gives advice and handles, for example, civil actions where the claim is below \$1,000, traffic court cases, landlord and tenant problems and the like. Phone or visit them at 105 Copernicus (231-5855).

□ **Community Legal Services** is a local community-based source of legal aid for low income people. It is staffed by a lawyer and several para-legal workers. The service has specific priorities (e.g., criminal, landlord and employment problems) and cannot help in all cases. Phone or visit 1 Daly Street 238-7008).

□ **Quebec Legal Aid**, if you have a legal problem in that province, provides legal help in English as well as French. You have the choice of a certificate or a staff lawyer and the assistance covers many problems which Ontario Legal Aid considers too "minor". Call or visit Community Legal Aid Centre of Outaouais (155 Rue Principale, Hull, 771-7352).

□ **The Lawyer Referral Service** run by the Law Society of Upper Canada, can give you the name of a lawyer with whom you may consult for one-half hour for a nominal charge of \$20. Definitely check out the other services first if you have no money and/or an emergency on your hands. For information, call 1-800-268-8326.

□ **The Office of the Ombudsman** is a source of para-legal help on campus. Para-legal consultants and referrals for certain serious legal situations are provided. If you are not sure where to go, try us first at Room 511 Unicentre (231-6717).

Library

The MacOdrum Library, located on the Quad, is the main University Library. There is a Map Library located in the Loeb Building, Room 299D.

The regular undergraduate loan period is two weeks, but if you bring the books to the Return Desk and there are no requests or "holds" for them, you may take them out for another two weeks. Fourth year honours students, graduate students and teaching staff are entitled to a four week loan period. Your university ID card is your library card. When you visit the Library for the first time, the staff at the Circulation Desk will put a bar-coded label on your card. If you are a graduate or fourth year honours student, be sure to bring your registration contract with you if your ID card does not clearly show your status. The bar-coded labels indicate whether you are entitled to a two or four week borrowing privilege. If your card is lost, report it to the Library at the Circulation Desk as soon as possible. You are responsible for all books taken out on your card.

Computer print-outs near the Circulation Desk show if a book is out on loan, and when it is due back. Print-outs for materials on reserve show which items are on short term loan for your courses. Some reserve items can go out for 5 days, others overnight, and some are restricted for use in the Library.

Charges for keeping books past their due date are substantial; 25 cents or more. If you return an overdue book without paying the fine at the Circulation Desk, you will be billed and charged an extra \$2.00 billing fee. Bills must be paid at the Business Office and not at the Circulation Desk. Fines for reserve books are much greater and accumulate hourly. The charges for lost books can be quite high because of the costs involved in re-ordering and processing replacements. If you feel you are being fined or penalized unfairly, discuss the problem with the Head of Circulation. You may also appeal a decision, in writing, to the Senate Library Committee. (See also "Appeals".)

The Library's general service areas – catalogues, information and reference desks, book checkout, book return, Audio-Video Room, and inter-library loans are located on the Main floor. Other services include microforms on the 1st floor, government documents and documents information, special collections and Carleton archives on the 5th floor, and a photocopying service on the 3rd floor, Room 309.

Information leaflets on how to use the Library, the Library Regulations, and subject bibliographies are available on the Main floor. General Library tours are held at the beginning of term to acquaint you with the building and the materials you will be using. Also included is a demonstration on how to use the catalogue. You will also find out about special materials such as microforms, audio-cassettes, and video cassettes. Special subject seminars are given by the library staff for specific courses by arrangement with the teaching staff.

Exams for the past three years are available for consultation on microfiche in the Micro area on the 1st floor. Paper copies may be purchased from the Graphic Services office in the Library on the 3rd floor, Room 309. The Students' Association also has a copying service for past exams, (Unicentre, Room 401).

There are single carrels, double carrels and table seats for studying on the 1st, 3rd, 4th and 5th floors, in open areas or in studies. The temperature varies drastically in study areas. If you are too cold or too warm, try another floor to study. Theft can be a problem; do not leave unattended personal possessions or library books which you have charged out on your library card.

Finally, please do not try to remove library materials without charging them out at the Circulation Desk. It can be embarrassing if you are caught, and penalties for theft or mutilation of library materials are heavy. *(Submitted by the Library.)*

Lockers

For \$7.50 at registration, you can rent a locker at Carleton. Keep your receipt. If, when you get to your locker, you find someone else is already using it, visit Administrative Services (in the foyer of the Administration Building, 231-3725). The staff will take care of your problem but you will need your receipt. Locks are available at the Bookstore if you have not already bought one.

Theft and damage are always possible. The university is not responsible for anything stolen from your locker. Just as if someone broke into your apartment, the responsibility is entirely yours. You may not wish to keep anything too valuable in your locker unless it is insured. *(Submitted by Traffic and Parking Section.)*

Lost and Found

The campus Lost and Found, operated by Security Services, is located in the Patrol Office, Room 203 Administration Building and can be reached at 231-4360 twenty-four hours a day.

Mature Students Centre

The Mature Students Centre was established in 1982 to provide information and direction pertaining to the many services and resources available on campus. The Centre is designed to provide an informal meeting place for mature, special, part-time, and returning full-time students with similar backgrounds, interests and concerns.

The Association's activities range from sponsoring social functions to providing a babysitting referral service and an emergency hot line for reaching students on campus.

Lectures and seminars on topics of special interest to returning students will be offered regularly. These will include Self Concept and Learning, Tax Structures for Non-Traditional Students, Career Development, and Stress and Education. If students express interest, presentations and workshops in other areas will be given.

If you would like to drop in or get more information, we can be found on the mezzanine level of the Unicentre. Go down the stairwell next to the Variety Store (phone 231-2719). *(Submitted by the Mature Students Centre.)*

New University Government

If you are looking for a way to be involved with the Carleton community, especially in a decision-making capacity, then the New University Government (NUG) is for you.

NUG representatives sit on their respective academic department and/or faculty decision-making board as full voting members, under a formula adopted in 1968 which guarantees a minimum number of seats which students may have on each board.

All undergraduates and graduates are eligible to run for election, which usually takes place in late September or early October.

NUG is an extremely valuable student resource but the only circumstance under which it can be effective occurs if students take advantage of its existence, and exploit the tremendous potential it offers for student input and involvement.

For further information, please call your Students' Association (CUSA) at 231-4380 and ask for this year's Vice-President Academic, Richard Salmon. *(Submitted by the Students' Association.)*

Nightlife

The Ottawa entertainment scene has definitely expanded over the last few years and the city can pride itself with offering quite the variety when it comes to getting out on the town.

Of course the National Arts Centre will offer a number of theatrical performances, concerts and symphonies over the year. Programmes are available at Information Carleton. Ottawa Little Theatre and Sock and Buskin usually have a number of impressive theatre productions to look forward to during the year.

The bar and restaurant scene these days can be varied, expensive and not so expensive, depending on your tastes. The market area as well as Elgin Street continue to be fairly trendy with new spots opening up regularly. The Sunnyside-Bank area offers country, Irish, folk and rock music within a few steps of each other should you wish to stay close to campus. If you prefer a late night, there is always Hull. Hull may not be an area to bar hop as a single but rather do your touring with a few friends. Should you wish to stay on campus the Students' and Residence Associations will be providing entertainment, coffee houses, movies, concerts, pubs, etc., that may be easier on the pocket book and surely just as entertaining.

Notaries

A notary may be any member of the bar qualified to practice law in Ontario. One way to get a document notarized is to attend one of the Legal Aid clinics in Ottawa where a lawyer will notarize a document for you, usually free of charge. Call Legal Aid at 238-7931 for clinic times and places.

Quite often (for example, in an insurance claim) all you need to do is make a statutory declaration before a Commissioner of Oaths. In such cases, call the Office of the Ombudsman (231-6717) and we can put you in touch with the Commissioner of Oaths on campus. This signing service is usually free.

Nutrition

The first man who said "you are what you eat" was a German philosopher. He had a good point. Good nutrition is a sound investment both directly (eating well can reduce your food costs) and indirectly (you might suffer fewer illnesses). The Peer Counselling Centre (Room 503 Unicentre, 231-7476) has piles of pamphlets and other information to give away on the topic of nutrition. They can also provide referrals. Health Services (6th Floor Unicentre, 231-2755) can also provide advice and assistance.

Faced with thousands of items in your local supermarket, it can be pretty hard to sort out what's good to eat from what is not:

- Avoid over-processed foods like fruit drinks or crystals (stick to 100% orange juice); pre-basted turkeys (you pay a lot extra for injections of oil, water and salt); highly processed breakfast cereals or other foods (like canned fruit) with extra sugar added.
- Cut down on so-called "convenience foods" (often they're not all that convenient anyway) and read labels carefully. Avoid products that sound as if they come fresh from the laboratory with a long list of food additives, artificial flavourings and artificial colours.
- Use fresh vegetables rather than frozen or canned substitutes. When you cook your vegetables do so with as little water as possible and try to use the water left over in soup or gravy or to cook rice.

□ Buy brown rice (or converted rice) instead of white; brown bread instead of "enriched" white bread (but make sure it really is 100% whole-wheat). Other healthy foods are beans (high in protein and very cheap), skim milk powder (if you don't like the taste, use it for cooking), and, yes, that old stand-by liver. Invest in a few good vegetarian cook-books like *Diet for a Small Planet* or *Recipes for a Small Planet* to help you use your new health foods in ways as good or better than your old recipe for not-so-cheap-anymore hamburger. (It takes about 8 pounds of vegetable protein to produce one pound of meat.)

□ Try to cut down on foods with lots of fat, starch, sugar or salt; concentrate on vitamins and proteins instead.

Avoid paying more for things like "natural" granola in a fancy package when you can make your own. Try a health food store which sells nuts and grains in bulk at reasonable prices. Be wary of the costs of "natural" vitamins (synthetic ones are just as healthy) or fancy-priced "organic" fruits and vegetables. Remember that honey and molasses are just as fattening as sugar and that no food will "cure" you.

Office of the Ombudsman

What is an Ombudsman? Well, an Ombudsman is usually a person that attempts to cut through the red tape on your behalf. If you have a problem with a particular department or outside agency and are in need of direction, the Ombudsman Office may be a good place to start.

The scope of the office includes problems within the university, such as grade appeals, fees, graduation, etc., and extends to external problems such as UIC claims, landlord and tenant disputes, and immigration problems.

The staff can provide an objective and independent review of the facts and, if need be, will act as a third party representative on your behalf. Often students or staff are not sure of how to get certain information and our office can act as a referral service.

Whether it be for information or for someone to appeal on your behalf, feel free to contact the office. The Ombudsman is Jim Kennelly. The secretary is Mrs. Bourassa (Mrs. B.). The office is located in Room 511 of the Unicentre (231-6717). If you call during the day, an evening appointment can be arranged.

Incidentally, we are the editors of this book.

OPIRG

The Carleton Ontario Public Interest Research Group (OPIRG) is an independent, non-profit organization devoted to achieving constructive social change through research and popular education programs. This year OPIRG will again be hosting an exciting series of educational events. These will focus on the social impact of micro-technology, the growth of Ontario Hydro and other important issues.

We encourage students to get involved in OPIRG through our public affairs radio show Crosscurrents, aired every other Wednesday on CKCU-FM. There are also students sitting on our Board of Directors (five positions will be filled through elections in early October) and still others are active through 'working groups' on various issues. In the past, OPIRG has had working groups running events on Third World issues and disarmament.

OPIRG can also help students with their assignments. We have a resource centre located at room 513 Unicentre which contains a variety of periodicals, books and documents on environmental and social issues. Our staff will be happy to help you find what you need.

OPIRG has also put out publications of its own. One example is the *Ottawa Tenants Guide*; available free to students. This booklet describes in some detail your rights under Ontario rental legislation. Forthcoming this fall is *The Citizen's Guide to the Ontario Legislature*; a popular guide to Queen's Park.

OPIRG has also published the highly acclaimed *Electric Empire*, the story of Ontario Hydro and *Acid Rain: The Silent Crisis* as well as other books on toxic wastes, health and safety and other topics.

OPIRG is funded through a student fee of \$3.50 per full time student; paid at registration. This has been collected every year following a campus referendum in which over 80% of those voting voted 'yes' to OPIRG. Those students not willing to support OPIRG will be able to obtain a refund in October.

To find out more about OPIRG, please call Ruth or Fred at 231-7112 or visit room 513 Unicentre, weekdays between 10 and 4. Say no to apathy, get involved! (*Submitted by OPIRG.*)

Other Universities

Universities like the idea that they're giving you a whole degree – not just adding their name to an assortment of courses taught all over the place. Consequently, in order to get permission to take some courses towards your Carleton degree at other universities or to take a French course on a Summer Bursary Program, you must ask your Faculty Registrar's Office for a Letter of Permission. The university now charges \$10 for each course evaluated. Get a calendar description of the course you want to take and apply formally at your Faculty Registrar's Office *before* you register. In the Faculties of Arts and Social Sciences the deadlines for application are: November 15, 1984 for January registration; March 31, 1985 for May registration; April 30, 1985 for July registration; and July 31, 1985 for September registration. If you are in another faculty, see your Registrar's office for deadlines. For calendars from other universities, see University Counselling Services (Room 1201 Arts Tower, 231-4408).

In addition to the transfer of credit option, full-time Carleton students in their second year or higher can register in their fifth credit at Ottawa University without paying extra fees. Forms for registration for the exchange agreement are available at your Faculty Registrar's Office. Check with Ottawa University for registration and course change deadlines. Remember that this is not a method for registering in a course for which you would not have been eligible to register at Carleton. Check carefully to see that the course you pick is acceptable.

Parking

Full-time and part-time students can purchase permits either at registration or at the Traffic Office (Main Floor, Administration Building). Prices vary from \$87 to \$179 per year for full-time students according to location and whether or not electrical outlets are provided. Part-time student prices vary from approximately \$44 to \$64.

Along with your permit, you are issued an access card. If you lose or break your card, a new one can be purchased at the Traffic Office for \$2.00. If you return the access card, a \$2.00 refund will be given to you.

If you do not have a permit and require parking space, there are pay facilities on campus. Avoid parking illegally. Security Patrol Officers are very efficient at giving parking tickets; either City of Ottawa tickets or those issued by the University (for people who have a valid permit). Your car may also be ticketed and towed away at a cost of \$20.

A ticket can be appealed if you feel that it has been wrongly issued. For Carleton tickets, written appeals (within 10 days) should be sent to Traffic Supervisor, Administrative Services, Administration Building. Appeal forms are also available at the Office of the Ombudsman.

If you are not satisfied with the decision, drop in to the Office of the Ombudsman and we will put you in touch with the Appeal Committee.

If you receive a City of Ottawa ticket, you can either pay it on or before the date shown or, if you wish to fight it, you must wait for a summons and appear in court. If you pay the ticket and wish to appeal internally, you must include a copy of your receipt. Should you be successful, the fine paid will be refunded.

Any outstanding Carleton University traffic fines in a student's name are applied to your account. Release of final grades is conditional on payment.

Pamphlets outlining Carleton's traffic regulations are issued with parking permits or can be picked up at the Traffic Office. If you drive a car to school, you should have some familiarity with these regulations. It will save you money.

There is a new system in Ontario for Highway Traffic and other minor offences. Under this system, you must reply to your "offence notice" within 15 days, even if you want to fight it. In other words, you won't automatically receive a summons and a chance to plead your case. Information should be provided with your ticket. *(Submitted by Traffic and Parking Section.)*

Passports

A passport is necessary for travel in most countries, except the United States (if you are a Canadian citizen). Applications for a passport can be obtained at any post office (including the one on campus.) With the application, you will need two photographs of yourself. You also need an original copy of either your birth certificate or your citizenship papers and the signature of a guarantor who has known you for more than two years. Finally, you need a certified cheque or money order for \$21.

Since this is Ottawa, you can go down to the Passport Office in person at the Lester B. Pearson Building, (125 Sussex Drive, 995-8826) and deliver your completed application. They say you can be processed in three working days (no weekends), but for safety's sake, allow two weeks. If you mail the application, expect the process to take a month.

Peer Counselling Centre

The Peer Counselling Centre is a student information, counselling, and referral service. We can discuss, in a supportive and non-judgemental manner, concerns such as relationships, stress, birth control and nutrition. Our service is completely confidential. There is no fee and no appointment is necessary.

In addition to counselling, the Centre also runs a Tutorial Service that matches tutors with interested students, free of charge. We have a large selection of pamphlets, periodicals, and reference materials available for student use. In the past, workshops, ranging from massage and procrastination to sexuality, have been offered. Non-prescription birth control is sold at cost price, as a service to students.

We will be looking for volunteer counsellors early in September. No experience is necessary but mandatory training is provided.

Feel free to drop by the Centre, have a cup of coffee and chat. We are open from 9:00 a.m. to 7:00 p.m., Monday through Thursday and Friday 9:00 a.m. to 4:30 p.m. The Centre is in Room 503, Unicentre (231-7476 for Counselling, 231-4468 for Business).

The Peer Counselling Centre is sponsored by the Carleton University Students' Association. *(Submitted by the Peer Counselling Centre.)*

Photography Club

The Photography Club (Room 512 Unicentre) provides equipment and workshop instruction in colour and black-and-white photography and dark room work. A membership fee is charged for the academic year (September to April), during which the instruction and use of facilities is free to members. A separate fee is charged for summer use.

For detailed information about hours of operation and membership fees, phone or visit the Students' Association (Room 401 Unicentre, 231-4380).

Plagiarism

The Latin root of "plagiarism" is a word which means "to kidnap". Thus, plagiarism means taking another person's ideas, words or writings as one's own without sufficient attribution.

One inaccurate footnote, in a twenty page essay, is probably not plagiarism. The paraphrase of another person's work, in slightly different words and without very clear footnotes, probably is. The other person in this case need not be the writer of a textbook or an encyclopedia. The work of another student is also his/her own and should not be used without footnoting.

The university is very strict when it comes to plagiarism. **The penalty, if you are found guilty, may be failure or even suspension from the university.**

Students should know that only the Dean of a faculty can deal with plagiarism cases and impose a penalty.

When writing an essay follow the guidelines that are available at the Bookstore or in your department. Lending an essay to a friend or roommate could mean trouble for both of you. You would be amazed how many times, by a fluke of circumstance, the original marker will hear about this great essay submitted for a course and that essay sounds so similar to one he/she marked last year.

Use footnotes carefully. Use quotation marks. Use your own words instead of a rough paraphrase. Come up with some of your own ideas. In short avoid plagiarism. If nothing else, the result will be a better and more original piece of work.

Post Office

The Post Office is the second-hardest place to find on campus. (The hardest, invariably, is the right line in the middle of September registration.) It is located in the tunnels between the Tory Building and Paterson Hall. In other words, if you leave the Unicentre through the Tory Link and turn left, it is straight ahead at the end of that stretch of the tunnel. If this sounds as clear as mud, just ask one of the staff on that tunnel stretch, to point it out to you.

The Post Office is open on weekdays only from 10:00 a.m. to 3:00 p.m. Aside from buying stamps, registering mail or sending parcels, you can also buy money orders and pick up income tax forms and passport applications. A stamp machine has been installed just outside the door. There is also a mail box near Residence (across from the Mackenzie Engineering Building) and a stamp machine (not always full) in the Unicentre Variety Store. The store is open during the day and in the evenings from Monday through Saturday in the fall and winter terms. Check the phone book for the location and hours of operation of off-campus post offices. Many small variety stores or confectionery shops around the city are equipped to sell stamps and/or mail letters or packages.

Pregnancy and/or Abortion

The best alternative to an unwanted pregnancy is birth control. Birth control methods can fail however, and almost everyone can act thoughtlessly. In either case, pregnancy may result.

The most important thing to do if you suspect you may be pregnant is to make sure by seeing a doctor as soon as possible. S/he can arrange for you to submit a urine sample to a reputable lab at the appropriate time.

There are many reasons why you may have missed a period. Stress, a change of climate or location and the effects of birth control pills are some possibilities. It is also possible for lab tests to misdiagnose pregnancy and provide false positives or negatives. Stay in touch with your doctor. Before you make a final decision, have a thorough internal examination.

There are various courses of action open to you if you are pregnant. You can carry the pregnancy to term and keep the child; you can carry the pregnancy to term and place the child for adoption; or you can end the pregnancy by therapeutic abortion. Any decision will require thought and planning. In particular, abortion becomes dangerous and difficult after the first three months and unlikely after the sixth month.

The law in Canada permits therapeutic abortion for mental, as well as physical, health reasons. Not all hospitals have boards (necessary to authorize each abortion) and not all doctors are willing to perform or encourage the exercise of this option.

What is most important is to gather information as quickly as possible. Health Services (6th Floor Unicentre, 231-2755) and the Peer Counselling Centre (Room 503 Unicentre, 231-7476) are useful places to start. Whatever agency or information source you use, make sure you are making up your own mind. Don't hesitate to say you prefer not to be pressured in one direction. Don't hesitate to seek advice from more than one source. If you are considering abortion, you must act fairly quickly. Make sure, then, that the doctor you are seeing is willing and able to assist you. If not, see someone else. Remember, however, that getting the facts on all the options does not in itself commit you to a choice: it allows you to make an informed decision.

Useful off-campus agencies which can be contacted are Planned Parenthood (151 Slater, 238-4474) and Family Planning Clinic (480 Somerset West, 232-2667). The Centretown Community Health Centre (100 Argyle Avenue, 233-9358) also provides help. Assistance and referral at these agencies is available no matter which option you choose.

Although private abortion referral agencies exist, it is probably not a good idea to turn to them first. The cost may be high and it is hard to know how reputable some agencies may be. Even more crucial, do not attempt to incite an abortion on your own or with the help of anyone who is not a qualified physician. The results may be tragic.

The Peer Counselling Centre and Health Services will be happy to assist you in contacting organizations like Canadian Mothercraft and the Childbirth Education Association which can be helpful if you decide to carry your pregnancy to term. (See "Peer Counselling Centre" and "Health Services".) *(Submitted by Health Services.)*

Privacy

It is Carleton University's policy not to release any information about a student to an outside person or agency without the student's expressed permission. The only information which will be given out is whether or not you are enrolled. Emergencies are a different matter. The university will do its best to pass on a message to you.

The Students' Association, however, usually publishes a directory of students' names and telephone numbers. If you want your name and phone number to be *excluded*, inform them of this during registration at Room 401 Unicentre (231-4380).

If a federal government agency refuses you access to information about yourself, or if you feel it is invading your privacy in other ways, contact the Privacy Commissioner through the Human Rights Commission (995-1151). If a credit or collection agency refuses to let you see your file or to amend untrue or unproven information, call the Ontario Ministry of Consumer and Commercial Relations (725-1489).

While we do not want to engender paranoia, privacy is your right. Do not answer questions which you feel are irrelevant or unnecessarily personal. Make sure any telephone surveyor identifies her/himself to your satisfaction. Even then you can still refuse to comply. Be willing to complain about unnecessary prying into your life. The best protection of our privacy, in the long run, will be ourselves.

Programme Changes

If you want to change your major or honours discipline or your degree programme, consult your Faculty Registrar's Office for details. Discuss your intended change with a Registrar or counsellor first, as all programme changes affect graduation requirements. Changes of major or honours may be made during registration and at certain times during the academic year. Changes of degree programme are administered more strictly. See the "Registration" section of the *Undergraduate Calendar*.

Publications

The heart of a university is its library; the heart of *Survival* is the material we used to compile it. The following is a short list of publications you might find useful. We did.

On-Campus:

- **Carleton University Undergraduate Calendar, 1984-85** This is the most important book on campus. Read it. Use it. The *Calendar* is available through your Faculty Registrar's Office.
- **Carleton University Graduate Calendar, 1984-85** This is just as important to graduate students as the *Undergraduate Calendar* is to Carleton undergraduates. Pick up your copy at the Faculty of Graduate Studies (Room 1513 Arts Tower, 231-4403).
- **Special Student Handbook** This booklet provides useful information on Carleton's Special Students. It is available from the School of Continuing Education. (Room 302 Administration Building, 231-6660).
- **Students' Association Handbook** This handbook should tell you about the Students' Association on campus and what it offers in the way of services, entertainment and political activity. It is available from the Association (Room 401 Unicentre, 231-4380), or Information Carleton (4th Floor Unicentre).

- **The Student Directory** The *Directory* contains the name and phone number of every registered student. Contact the Students' Association (Room 401 Unicentre, 231-4380) at registration or shortly thereafter if you want your name and number to be *excluded*. The *Directory* will be available at Information Carleton late this fall or early next year.
- **The Residence Handbook** is available from either of its two publishers, the Housing Office (231-6395) or the Rideau River Residence Association (231-3806).
- **Accessibility and Resource Guide** is a guide published by the Co-ordinator for the Disabled listing the various services available for disabled students. For more information contact Larry McCloskey at 231-3657.
- **Staff Telephone Directory** While not really intended for students, the *Directory* is useful if you have a complicated question or a hard-to-find person you need to consult. Most offices, including Information Carleton, have one. Take a look and jot down the numbers.
- **The Charlatan** Available on Thursdays at various locations around campus, this is the weekly student newsmagazine. It is put together in Room 531 Unicentre (231-4480) and volunteers are always needed.
- **This Week** This newspaper contains information for and about Carleton faculty, staff, and students. The tabloid offers news items of general interest, information on university policies, publication and research notes, feature stories, community notes, and a calendar of events. *This Week* is published Thursdays by Information Services and is distributed to all buildings on campus.

Other parts of the university and various associations on campus publish information. For example, in addition to library tours, the library offers pamphlets on research in various disciplines. The Women's Centre, last year, issued a regular newsletter and the Registrar's Office in the Faculty of Arts and Social Sciences published a useful pamphlet on appeals. Most departments, schools and institutes offer guides, course lists and other material. Check them out.

Off-Campus:

- **Citizens' Guide to Recreation and Parks** Pick one up free from the city's Recreation Branch (214 Hopewell Avenue, 563-3222).
- **Directory of Community Services, Ottawa-Carleton** Published annually, the *Directory* is available for about \$9 from the Community Information Centre (238-2101). Without the binder and amendment service, it costs \$4.50 plus tax.
- **Income Tax and the Student** This booklet is available free of charge from the Ottawa District Taxation Office (360 Lisgar Street, 996-8340).
- **Our Bodies, Our Selves, A Book For and About Women and Contraceptive Technology** These are two very different but excellent books about women and health. Take a look at these, and other publications for men and women, at the Peer Counselling Centre (231-7476) or at local bookstores.
- **Self-Counsel Series** This is a series of books published under separate titles (such as *Fight that Ticket in Ontario*, *Family Law in Ontario*, and *Civil Rights in Canada*). The books usually cost between \$3 and \$10 and are available at the Carleton Bookstore (or your local library). Check the date; if it is not very recent, the information is probably unreliable.

The Ontario government publications (often free or cheap) are available by writing to the Publications Centre (880 Bay Street, 5th Floor, Toronto, M7A 1N8). Ask to subscribe (free) to the Monthly Checklist of new publications. If you have trouble with mail orders, phone them at 1-800-268-7540. For federal government publications call 997-5362 or the ministry or agency responsible.

Rape Crisis Centre

The Rape Crisis Centre (at 238-6666) provides a 24-hour emergency telephone line, as well as person-to-person support, accompaniment through medical and legal procedures if desired, and in-depth individual, family and group counselling.

Assistance can also be provided through offices on campus such as Counselling (231-4408), Health Services (231-2755), Women's Centre (231-3779) or Peer Counselling (231-7476).

One thing to keep in mind as a prevention against any kind of assault is the fact that Carleton is as safe as any town with a 15,000 population. Do not think just because this is a university campus, with the majority being your own age that assaults or rape could not happen. The university campus is a public place and we should keep that in mind as we stroll the tunnels or travel the campus.

Registrars' Offices

The Registrars' Offices are a key link between students and the university. These offices register you in courses, maintain your academic records, administer numerous university regulations and handle the paper work for dropping courses, changing sections, changing majors, writing supplementals, and filing a new address.

The Registrars' Offices also administer decisions on course load, promotion, probation, accelerated progress, eligibility to register or to graduate, letters of permission to take a course at another university and so on. It follows that if you are worried about whether or not you are meeting university requirements or want to know if a special exception can be made in your case, you should visit the Registrar's Office of your faculty first.

The Registrars' Offices are staffed by registrars, assistant registrars and/or academic counsellors. They are there to explain the regulations, guide you through red tape and help you to prepare your petitions and appeals for special consideration. Do not be intimidated from making an appointment to see them. If shyness, the pressures of time or a wish to avoid hearing bad news cause you to settle for advice from another source, you may miss out.

The Registrars' Offices are:

- **Arts and Social Sciences** 312 Paterson Hall, 231-6690 (Registrar: Carole Dence; Counsellors: Muriel Foulger, Ken McGillivray and Joel Nordenstrom). Counselling appointments: 231-7407.

- **Science (and Computer Science)** 212 Herzberg Building, 231-6705 (Registrar: Ruth Lifeso)
- **Engineering (and Architecture and Industrial Design)** 353 Mackenzie Building, 231-4413. (Registrar: Dick Fleming; Registrarial Assistant: Pegge Clarke). Industrial Design and Architecture students should also contact their respective School Administrator in some cases.
- **Continuing Education** (Special Students only.) 302 Administration Building, (Registrar: Bernadette Landry) 231-6660
- **Graduate Studies** 1513 Arts Tower, 231-4403 (Assistant to the Dean: Mrs. Ruth Corkran.)

Rent Review

The rent review portion, and the creation of a Residential Tenancy Commission, are the only parts of the new Residential Tenancies Act which have been proclaimed at the time of writing.

Meanwhile, the new Residential Tenancy Commission (3rd Floor, Rideau Centre, 230-5114) is exercising what are basically the powers of the old Rent Review Board.

You're entitled to 90 days notice in writing of a rent increase. You may appeal any increase over 6 per cent to the commission. You are entitled to a hearing from the commission. Your landlord may only increase the rent for your unit once in a calendar year no matter how many tenants have moved in or out.

Do not hesitate to exercise your rights as a tenant. If a hearing is involved, do seek advice first. (See "Legal Aid".) For more detailed information, call the Residential Tenancy Commission (230-5114) or the Office of the Ombudsman (231-6717). (See also "Landlord and Tenant Relations" and "Apartment Hunting".)

Residence

The on-campus housing programme at Carleton provides accommodation for 1,330 students in a distinctive setting. Because accommodation is located on campus, residence students are close to all the other facilities of the university. The residence cafeteria dining service, which provides lunch and dinner and which is compulsory for all residents, eliminates food concerns.

Life in the residence community provides a base for social interaction through contacts students make with room-mates and those who live close by. In addition, the programmes and services offered by the Rideau River Residence Association serve to heighten student participation in activities which can be socially and educationally beneficial.

For more information about residence, visit or phone the Housing Office (Residence Commons Building, 231-6395). The Housing Office can also tell you about the possibility of short or long-term accommodation in residence during the summer months should you want to visit Carleton or Ottawa. *(Submitted by Housing and Food services.)*

Residence Association

The Rideau River Residence Association Incorporated (RRRA) – pronounced "raw" – is the student government that represents members of Carleton's residence community. The Residence Association provides representation on joint student/university Housing committees, as well as on programming activities and events such as pubs, dances, trips to sporting events and other entertainment activities. Most events are open to off-campus people as well, and are a good means of meeting new people at Carleton. RRRA also operates The Bree's Inn (a small pub), and Abstentions, a store and arcade complex.

Other services the Association offers include The Resin, a triweekly newsmagazine, The Resolution, an annual year book, and various interest courses, such as bartending and first aid.

The Association is operated by and for students. This year's President is Dianne Larocque.

All areas of operation are run by residence student employees, both paid and volunteer. Offices are located on the main level of the Commons Building beside the Service Desk. If you have any ideas or suggestions about future activities, contact us. Our number is 231-3806, or P.O. Box 304, Carleton University. *(Submitted by RRRA.)*

Residence Ombudsman

The role of the Residence Ombudsman is to investigate complaints and seek resolution to problems brought to her attention. The Residence Ombudsman deals with residence issues ranging from room-mate problems to community fine reports. The position is sponsored equally by the Housing Office and the Residence Association (RRRA).

This year's Residence Ombudsman is Michelle Douglas and her room is 1110 Glengarry. Feel free to call her at 737-0738. *(Submitted by RRRA.)*

Rules and Regulations

The purpose of regulation is to ensure fairness. Rules enable us to treat everyone justly. However, the regulators themselves sometimes need regulating. Thus, along with every set of rules and regulations, it becomes necessary to create a system of appeals for those cases where the rules are unclear or anomalous, where special circumstances have arisen, or where the interest of equity would be better served by relaxing the rules.

The system always assumes that, as students, we know all the rules in advance. Learning the rules is somewhat complicated by the fact that they are not codified in any single place. Ignorance of the rules, nevertheless, is not usually an acceptable excuse.

As a result, it is important that you take the responsibility to learn the rules yourself. Begin by getting to know the *University Calendar*. Read it carefully; refer to it if you change your mind about an academic issue or if you are planning to do so. Most of the important university-wide rules are here. For clarification and details, consult your Faculty Registrar's Office (or Continuing Education if you are a Special Student). Ask your department about any additional departmental rules. Since rules change over time and not all are printed, talk to a counsellor in your Registrar's Office whenever you are uncertain or find yourself making a major decision.

The system is not absolutely inflexible. Requests for special considerations are possible. An appeal process is usually available. For example, a rule about which you could never have known (i.e. which is not on paper anywhere) may be a good basis for appealing a decision. A major unexpected event which stops you from complying with a deadline or a letter from an agent of the university giving you permission to deviate from some regulation, may also be grounds for appeal.

However, if you do have an appeal, get in touch with the university as soon as possible. If you do not know where to start, contact the Office of the Ombudsman (Room 511 Unicentre, 231-6717).

The above principles apply to the rules governing use of the library, parking, behaviour in residence, and so on. Again, it is crucial that you learn the rules rather than find yourself in a dispute about a possible infraction.

The university is private property. Treat it with respect. A person found guilty of stealing a book or breaking furniture may be liable for criminal prosecution as well as penalties under the university's judicial system. If you think you are being accused or penalized unfairly, contact the Office of the Ombudsman.

Remember that the rules exist to protect students as well as the university. You may want to sit on the chair that is broken or read the book that has been stolen or damaged. As well, you have (or should have) a role in setting the rules. Unlike the weather, regulations do not just happen. They are created. Get in touch with the Students' Association (231-4380) and/or the student representatives in your department if you want to get involved in setting, modifying, or reviewing the rules by which the university is run. Rules that seem needless or unfair will only change if you become concerned with changing them.

The university is still looking at the feasibility of establishing a student "code of conduct". (What would be unacceptable behaviour for a Carleton student). If you have suggestions for a code or even comments on why the university should even have such a code then write the Clerk of Senate (Room 607 Administration Building). (See also "Appeals and Petitions", "Exam Regulations", "Judicial System", "Plagiarism" and "Registrars' Offices".)

Security

Carleton has about 15,000 full and part-time students, several hundred employees, and an unknown number of daily visitors, acres of space, twenty-four buildings, two and one half miles of tunnels and about twenty-five patrol staff who divide three shifts per day.

Carleton is as safe or safer than any other part of Ottawa. However, like any other part of Ottawa, it is not without crime. Do not accept the assumption that you are immune to crime just because you are on university property.

The security staff do an excellent job but it is important that you take any normal precaution that you might take elsewhere. Most students come to feel at home on the university campus after the first few weeks, but remember that someone may still walk away with your unattended purse in the library or steal that unlocked bicycle. It is up to you to act accordingly.

If you do run into an emergency, call Security at 231-4444 (the Emergency number) or 231-4360 (the Patrol Office). They will respond immediately.

Security personnel have a tough job. They are here to deal with situations where the rest of us are unable to cope. It would help a lot if we co-operated with them as much as possible.

In the Unicentre, the Students' Association has ancillary security staff of its own. When they are on patrol, you can reach the student security staff by calling 231-3826. Unlike university Security, they are not available around the clock and, at present, we do not know what hours they will keep in the coming year. *(Submitted by Security.)*

Sexual Harassment

Carleton University is committed to the principle of equal rights and opportunities for men and women. This includes participation in academic programs and the conditions of employment. The University intends to provide an environment that is supportive, efficient and free from discrimination. For this reason the University has adopted a policy that provides for a fair and quick resolution to complaints of sexual harassment.

The definitions of sexual harassment and the procedures for lodging and resolving complaints were developed by the Co-ordinator for the Status of Women in conjunction with the Advisory Committee on the Status of Women at Carleton. They are:

□ **Sexist Insult** Sexual harassment may take the form of an uninvited, sexually suggestive, obscene or offensive remark or gesture. Sexist insult may invoke verbal advances, invitations, physical advances, undue attention or persistent denigration of an individual because of his/her sex and/or sexual orientation.

□ **Sexual Assault** Sexual harassment may take the form of physical assault or threat of assault of a sexual or indecent nature.

□ **Abuse of Authority** Sexual harassment may also take the form of abuse of professional or supervisory authority. Any of the above forms of sexual harassment constitute abuse of authority when: 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, academic status, accreditation or standing; 2) submission to or rejection of such conduct by an individual is used as the basis for continuing employment, academic status, accreditation or standing decisions affecting such individual; 3) such conduct has the purpose or effect of interfering unreasonably with an individual's work or academic performance, or of creating an intimidating, hostile or offensive environment.

□ **What Can Be Done About Sexual Harassment?** Sexual harassment should not be ignored. If you feel that you are being harassed, you may choose to bring your complaint to any one of a number of official contacts who have been fully informed as to options and procedures. These contacts include: departmental chairpersons, administrative directors, Counselling Services, Health Services, Ombudsman, Personnel Office, Security Services, union offices or union representatives.

There are, of course, other places on campus that may be sought for advice, such as the Women's Centre or Peer Counselling. Individual faculty members may also be consulted. At some point, however, the complaint should be referred to one of the official contacts.

If you feel uneasy about lodging a complaint yourself, you may bring someone with you; this person may also accompany you throughout all the proceedings. *(Taken from Information Services brochure entitled "Sexual Harassment".)*

Small Claims Court

Small claims court provides an arena for individuals to take civil actions (with jurisdiction up to \$1,000) in what was intended to be an informal, humane and relaxed atmosphere. You can present a case yourself or be represented by an "agent" (e.g. Ottawa U Student Legal Aid or a friend) instead of a lawyer.

Don't be intimidated from using the law but definitely get para-legal assistance first. Most defendants attend unrepresented or unprepared – and many lose. Student Legal Aid at Ottawa University (231-5855) will be happy to help free of charge. If you choose to represent yourself, make sure you're prepared. There is a small claims court book in the library as well as other material. Finally, if you are uncertain of what to do or where to start, drop by the Office of the Ombudsman (231-6717). Small Claims Court No. 7 can be reached at 56 Sparks Street, 232-5408. (See also "Legal Aid".)

Social Insurance Numbers

When they were introduced, Social Insurance Numbers were meant to facilitate federal government social service programmes like Unemployment Insurance and the Canada Pension Plan. Now you are also expected to have a number to file for an income tax credit or to cash a Canada Savings Bond. In one province, you need a number from the time you are born.

A number of private businesses (oil companies or the credit offices of department stores, for example) also seem to want our SIN cards these days. Technically, there is nothing against the law about this. Then again, technically these businesses shouldn't have access to personal information the government may possess about us. If you value your privacy and encounter a situation like this, try calling a Member of Parliament or the Civil Liberties Association (238-7368). Often, if you just suggest you are about to make some phone calls, the company will back down and accept other identification.

If you want a SIN or have lost your old card, applications are available at the Canada Employment Centre (Room 508 Unicentre, 231-2600).

Status of Women

In January of 1983 the University established the position of Status of Women Co-ordinator, in response to the Status of Women Report (1982). The report made recommendations on numerous women's issues on campus, such as sexual harassment, daycare facilities, and sex role stereotyping in job classifications.

The Co-ordinator's role is to act upon the recommendations made in the report, in order to improve the status of Carleton women. If you have any questions on women's issues, need information for an essay, or have a personal concern, please feel free to drop by the office, Room 444/446 St. Pat's (231-6303). The hours are 9 to 5. The Co-ordinator for the office is Dr. Phyllis J. Leonardi. There are also copies of the report available which should more clearly explain the role of the Status of Women office. (*Submitted by the Co-ordinator, Status of Women.*)

Student Representation

Potential areas of student representative involvement at Carleton are many and varied. There is plenty of information available at, among other places, your Students' Association which completely describes the structures which currently exist, and their respective powers.

The best way to understand how the university runs, however, is to get involved yourself in running it. The university is, if nothing else, relatively democratic. In practice this means that most decisions are made by, or based on advice from, a committee. According to *This Week* the university newspaper, there were at least 400 different committees at Carleton last year and that number did not include ad hoc or sub-committees. The committees originate from the Board of Governors, the President's office, the Senate, the administration, four faculty boards, various students' associations including CUSA (the central organization of students on campus), and over 40 departments, schools and institutes.

The majority of these committees, if they concern students directly, allow for some form of student representation. Many of the academic decisions (for example starting a new course or developing a new programme) begin at the departmental level and work their way up, through the faculty, to the Senate. Other decisions, which involve the whole university, may begin with a committee of the Senate (for example a decision on student appeal procedures or new library regulations). Still others may be made by committees of the Board of Governors or different sorts of joint committees.

If this sounds slow and cumbersome, that is because often it is so. On the other hand, the system allows a wide range of views to be expressed. To make it all work, the involvement of students is crucial.

Students have representation on many different levels of the university government. There is student representation at the department level through to the Board of Governors. Senate has approved 10 elected plus 2 ex-officio seats for students on Senate. This will further ensure that students' views will be heard on the decision-making bodies of the University.

To find out more about getting involved in the university structure, contact the Students' Association (231-4380 – V.P. Academic, Richard Salmon), the Rideau River Residence Association (231-3806) if you are living in Residence, or the Graduate Students Association (231-4347) if you are enrolled in the Faculty of Graduate Studies. (See also "Students' Association", "New University Government" and "Academic Societies".)



Students' Association

□ **An Important Note** As well as financing half of the cost for *Survival*, the Students' Association will also be editing and publishing a student handbook covering student social and political interests. Copies can be found at Information Carleton (4th Level, Unicentre) or in the Students' Association office (Room 401 of the Unicentre).

Carleton University Students' Association (or CUSA) is a student-run organization to which all Carleton students belong. The students' council is made up of 30 people including a president, finance commissioner and faculty representatives. Students can run and vote for these positions during the annual elections in February. There may also be some vacant seats to fill in the regular October by-elections. Everyone is welcome to attend the weekly council meetings. The time and place of the meetings are posted outside the Students' Association offices (Room 401 Unicentre, 231-4380).

The office is open on weekdays from 8:30 a.m. to 9:00 p.m. Drop by if you need information, require a service, or are interested in lending a hand or simply looking around.

The Students' Association funds, or partially funds, a wide variety of services for students on campus including: *The Charlatan* (the student newsmagazine), CKCU-FM (the radio station), the Women's Centre, the Peer Counselling Centre, the Office of the Ombudsman, various publications and an assortment of clubs and societies on campus. It offers miscellaneous business services through the finance office, secretaries, and business manager and operates other services such as typing referral, community garden plots, hostel service, and a book exchange.

In conjunction with the administration, the Students' Association also operates the Unicentre. A central building on campus, the Unicentre contains most of the services listed above, as well as the Variety Store, a Used Bookstore Store, Rooster's Coffee House, Oliver's Pub, a Community Centre, and a number of lounges.

One way in which the Students' Association serves students is in providing entertainment. Besides entertainment in Rooster's, Oliver's and Porter Hall, there are special events each year such as Orientation Week in September, Panda Fest in October, and Winter Carnival Week in February. The Students' Association is concerned with the role of students in the university administration. The association has worked hard to develop and maintain student representation on all the university decision-making bodies. The association has successfully worked towards placing student representatives on the University Senate, the Board of Governors and on university committees dealing with student aid, academic courses and programmes, athletic facilities and many other areas of concern. Some parts of the university are constantly in flux, and it is crucial for students to express their interests. If you are interested in becoming involved in university decision-making, drop by the Students' Association offices.

The Students' Association also wants to make students' voices heard at all levels of government. In the Ottawa community, the association has been involved in municipal issues such as housing and transportation. At other levels of government, the association works in areas such as accessibility to education, university under-funding, in addition to research and development.

Any students' association is only as effective as its students are active in university life. There are many avenues through which students can become involved in Students' Association activities to improve the nature of the environment within the university.

The Students' Association invites you to become a part of what is happening this year and looks forward to getting to know you.

□ **Health Plan:** The Students' Association in 1984-85 is offering an accident and sickness insurance plan. If you register as a full-time student, you are automatically covered for prescriptions up to \$1,000, repatriation, dental accidents and in a number of other areas. If you are a part-time student, you can "opt-in" to the plan at any time for approximately \$5.00 a year. (*Submitted by the Students' Association.*)

Study Skills

Getting through school can be hard work. You are the one who has to write the exams, read the textbooks, do the research, hand in the essays and so on. If you start feeling overwhelmed, however, don't give up. A number of services on campus exist to help you. It's a good idea to check these out early *before you find yourself panicking about mid-term exams and final assignments*. Remember, too, that if there's anything in the subject matter or content of a course which you don't understand, a good place to start is by asking your instructor. Talk to her/him after class or in regular office hours. All instructors have to choose, and post, a few hours a week when they will be available to talk to students. Think about the following services as well. Some are free, others involve a minimal charge. In all cases, the personnel are experienced and competent to help in the specific study skill area.

□ **The Learning Assistance Service** provides individualized help, based on your expressed interests and diagnostic tests, to overcome study difficulties and improve the skills you already have. This service is free to Carleton students. For more information call the Reading and Study Skills Counsellor at 231-4408, University Counselling Services, 1201 Arts Tower.

□ **The Mathematics Tutorial Centre** (Room 509 South, Arts Tower) in the Department of Mathematics and Statistics provides a free drop-in service, where Carleton students may obtain tutorial assistance with qualifying and first-year level mathematics problems. The centre is normally open for 11 weeks in each of the Fall, Winter, and Summer terms. Times are posted on the bulletin board in the Department of Mathematics and Statistics, 7th floor Arts Tower, and outside the centre: Room 509 (South), Arts Tower.

□ **The School of Continuing Education** offers four non-credit Study Skills sessions. Each Saturday session consists of a four-hour treatment of such skills as Note-Taking/Exams, Library Use, Time Management, and Essay Writing. Instructors identify problems often encountered by students in these four skills and then possible solutions are discussed. Primarily a lecture/discussion format is used. (For information, contact Room 302, Administration Building, 231-6660.)

□ **The Students' Association** (CUSA) sponsors a speed reading course with sessions offered on a regular basis throughout the year. The cost this summer was \$60. For more information call the CUSA office at 231-4380 or drop by Room 401 Unicentre.

□ **University Counselling Services** (Room 1201, Arts Tower, 231-4408) co-ordinates a series of study skills courses throughout the year in seminar or workshop format beginning in late September. They include Effective Reading (\$25), Essay Writing (\$20), Seminar Presentations (\$20), and Systems for Study (\$20). For more information call Counselling Services at 231-4408 or register in 1201 Arts Tower.

□ **The Writing Tutorial Service** offers one-to-one tutoring, free of charge, to any student registered in any Carleton faculty. Instruction emphasizes the practical aspects of writing that will help for work in progress as well as a review of work already completed. For information, contact the Centre for Applied Language Studies (215 Paterson Hall, 231-6749).

Finally, Carleton offers a more formal programme of training in

□ **English as a Second Language.** Both session-long and intensive courses are offered at three levels of proficiency. In some cases, these courses may be taken for credit. No native speaker of the language may be enrolled. For more information call the Centre for Applied Language Studies at 231-6612. (*Submitted by the University Counselling Services.*)

Supplemental Exams

Supplemental exams are *not* available in all courses. Check with your instructor at the beginning of the year. In addition, even in courses where they are offered, the general rules governing grade-raisers and supplemental exams vary by faculty and in two cases by school. The supplemental examination mark will contribute to your supplemental grade in the manner set down in writing in the course outline.

Basically, a supplemental exam may be available to you if you receive an F rather than an FNS (Failure No Supplemental) in a course. A grade-raiser, as the name suggests, is a way to raise the grade you received in a course if you passed but feel, for some reason, that you could have done better.

In Arts and Social Sciences, there is a "discredit" system with a maximum number of allowable discredits. No more than five discredits are allowed in a pass degree and a maximum of three in an honours degree. A failure without a supplemental is one discredit; a failure with a supplemental passed is still one discredit (but, of course, the mark you receive is calculated into your average); a failure and a second failure on a supplemental are two discredits.

In the Faculty of Engineering and Industrial Design, on the other hand, the only supplemental passing grade is a D minus no matter how well you do. (In this case, it may be better for your overall average to simply repeat the course in another term.) The rules in Architecture are somewhat different.

In the Faculty of Science, a first year full-time student may write two supplemental exams, provided that in passing them, the student will complete the first year programme. After admission to the course credit system, a student majoring or honouring in science may write a restricted number of supplementals and/or course replacements or course repetitions. The formula basis of this restriction is described in detail on p. 332 of the *Calendar*.

Not everyone who writes a supplemental or grade-raising exam actually does better the second time. Indeed, if all your work on the course was uniformly poor and you feel you may not have grasped the subject matter, it makes little sense to simply write a new exam in the vague hope that things will have changed. At the other extreme, if you were doing well until a head cold or over-work began to affect your performance during an exam, a supplemental or grade-raiser might be an ideal choice for you.

To decide which rules apply and what choice is best, begin by reading the relevant section of the 1984-85 *Calendar*. Then, to find out exactly what rules may affect you, make an appointment to see someone in your Faculty Registrar's Office.

To apply for a supplemental or grade-raising exam, fill out a form in your Faculty Registrar's Office. There are rigid deadlines, so check for them in the *Calendar* first. If you change your mind and do not wish to write the exam, make sure you inform the Registrar's Office of this as well. A supplemental exam is as serious as your first examination and the mark you receive will definitely be recorded.

Finally, supplementals and grade-raising exams cost \$15 per course.

Some relevant sections of the *Calendar* are: *Dates and Deadlines*: pp. 11-12. *Rules and Regulations*: Arts and Social Sciences: pp. 83-91; Science: pp. 327-334; Architecture: pp. 299-314; Engineering: pp. 271-283; Industrial Design: pp. 315-323. (See also "Deferred Exams" and "Exams".)

Telephones

It is no longer Bell Canada's policy to demand deposits and/or advance payment from low-income people such as students. (This, by the way, is the result of lobbying by the National Anti-Poverty Organization.)

If you encounter resistance or trouble with a disputed bill, be persistent. If necessary, speak to the local manager or Vice-President Services (567-3911).

Transcripts

Applications for transcripts should be made in person or in writing to Room 315 the Administration Building. There is a payment of \$2 for each transcript, required in advance. Usually if there are past fees or fines owing, transcripts will not be issued.

Travel

If you are trying to travel as cheaply as possible, keep an eye on the Rides Board opposite Information Carleton on the 4th Floor of the Unicentre. There is a student discount offered by Voyageur Colonial on bus fares. Tickets are available at the Unicentre Store from September to April. Via Rail has no special student rate, but its group fare for a party of three or more, may be worthwhile.

The Canadian University Travel Service (CUTS) operates a travel agency on campus where you can purchase airline tickets, charters, group tours and the like. It is located in the Variety Store, 4th Floor Unicentre, 238-5493.

For an expensive vacation, you should consider cancellation insurance but make sure you know what the insurance covers. If you have complex plans, a travel agency can probably help. Be careful to use only those agencies which are licensed and registered with the Ontario government. This means your losses will probably be covered if the agency goes out of business. CUTS is one of those licensed and registered travel agencies and they should be able to assist you. Also see CUTS for special student related discounts, and to purchase an International Student Card if you are headed to Europe.

Tuition Fees

The exact amount of your fees will vary by faculty (or school) and the number of courses in which you are enrolled. Please read this year's *Calendar* very carefully. You will find that the policies and procedures regarding fees may become important if you change status (e.g., full-time to part-time), or programme, if you withdraw totally, or if you have trouble meeting the final payment dates.

Read the *Calendar* carefully. If you still have questions, phone or visit the Business Office (3rd Floor, Administration Building, 231-3762). The Business Office staff are the experts on fees. Their advice, as a result, is the most reliable on refunds, payment plans and tuition fees. If you have a problem at the Business Office, you can ask to speak to Laura Lauzon. (*Submitted by the Business Office.*)

Unemployment Insurance

The Unemployment Insurance Act is extremely complex. It can make collecting UIC almost as frustrating as being out of work.

Do not hesitate to apply, however. If you wait, you may begin to lose weeks of eligibility. As an insurance programme, you have the right to collect from the fund because you have been paying the premiums.

To qualify for regular benefits, you must have worked for more than 15 hours or remuneration of \$85 or more per week in your "qualifying period". This period is either the last 52 weeks or the time you last collected UI (whichever is shorter).

If you have never worked before, you will need 20 weeks. If you have worked in the past 52 weeks before your qualifying period (or on UI benefits, lock-out or strike, worker's compensation, etc.), you will need only 10 to 20 weeks of work in your qualifying period.

This is all fairly complicated (and we haven't even mentioned special rules for maternity and sickness benefits, or repeaters).

Do apply. If you encounter problems or need more information, call the Office of the Ombudsman (231-6717) or the UI office (992-9011) for advice. The UI system includes a formal appeal procedure in which you can often find success. Benefits, by the way, are 60 percent of your "insurable earnings".

Unicentre

Opened in 1970, the Unicentre was designed to be the "hub" or living room of the campus. The Centre, about 60 per cent of which is leased to the Students' Association, offers a wide variety of services for students, faculty, and staff. What follows here is a short introduction or tour of the building. Many of the services mentioned are described at greater length elsewhere in *Survival*. For reasons of space, not all are discussed in length, but we do urge you to try out any service or operation which interests you. Some are free. Others charge a moderate fee. In the case of Students' Association owned and operated services, any profit flows back to your own organization.

The first floor of the Unicentre includes the:

- **Used Book Store** where books of an academic nature can be purchased. Behind the Used Book Store is the;

- **Community Centre**, divided into six rooms, students will find a computer terminal room and various rooms for students' use. Adjacent is;
- **The Cave** for video and pinball enthusiasts. Next to the Cave is the;
- **Games Room**, with facilities for billiards and snooker players of all levels of ability. At the far end of the first floor is;
- **Oliver's**, the campus pub, with live entertainment from Thursday through Saturday evenings and a large video screen for daily afternoon movies;
- **Hot Diggity's** is a new quick food hot dog counter on the first floor near the sitting area.

The second floor includes:

- **The Peppermill**, the main campus cafeteria. The Peppermill is open for breakfast, lunch, and an early dinner. Nearby is;
- **Mike's Place**, a licensed lounge run by the Graduate Students' Association. Next door is;
- **Porter Hall**, where special programming, concerts and dances are scheduled. The Hall is available to Clubs, Societies and the University community at special rental rates (231-4380) and is open to students as a study area when not previously booked. Also on the second floor is;
- **Gus' Hair Design**. Customers say it is trendy and competent, with prices a little lower than the fashionable spots downtown.

The third floor of the building is hard to define since Porter Hall splits it in two. The only public areas are;

- **Mezzanine Lounge** was divided into two small and one large room last year. It is available for students' use. In this area is the
- **Centre for Mature Students**. It offers a babysitting exchange service and sponsors various activities which would be of interest to mature students.

On the fourth level at the top of the main stairwell is:

- **Information Carleton** (231-7177) where staff can tell you about any of the services in the building or elsewhere on campus, about university deadlines and exam schedules, on and off-campus entertainment and events, and where to go for the answers to more serious questions. Adjacent is;
- **Baker Lounge** named in memory of the late Hon. Walter Baker, former Member of Parliament for Nepean Carleton and an outstanding Carleton alumnus. It is a nice place to relax between classes. Nearby is;
- **Rooster's Coffee House**, a popular meeting place for conversation, coffee or cold beverages. Down the hall is the;

- **Students' Association Offices** (Room 401) (231-4380) where you are invited to drop in to discover the various services and activities, including typing plus binding, duplicating, etc. and of course it is where you can meet your elected student representatives. At the end of the hall is the
- **Unicentre Store**, which sells tobacco products, candy bars, stationery, magazines and tickets for Porter Hall programming events. Within the store is the;
- **Canadian University Travel Service**, owned and operated by the Canadian Federation of Students.

The fifth level includes:

The Ham Radio Club, Peer Counselling Centre, Women's Centre, Co-ordinator for the Disabled, Canada Employment and Immigration Centre, Office of the Ombudsman, Graduate Students' Association, *The Charlatan* Student Newsmagazine, Photography Club, CKCU-FM (Student Radio Station), O.P.I.R.G., and a number of union offices.

Finally on the newly renovated sixth floor is:

- **Health Services** with excellent medical services for students, faculty and staff.

The service is strictly confidential. No information will be released without your consent.

University Counselling Services is open to all members of the University community. Office hours are 9:00 a.m. to noon and 1:00 p.m. to 5:00 p.m. For information or an appointment, drop by or call 231-4408. (*Submitted by University Counselling Services.*)

University Counselling Services

From time to time, you may face personal, educational or vocational problems which can interfere with your life. If this is the case, University Counselling Services (Room 1201 Arts Tower, 231-4408), may be able to help. Don't "wait for things to work out". The sooner you seek help, the faster you can resolve your concerns.

Four professional counselling psychologists are available to help you by providing educational, vocational and personal counselling; assessing abilities, aptitudes, interest and personality through a variety of psychological tests; offering a Learning Assistance programme; and providing educational and occupational information. These services are offered both individually and in groups.

Varsity

The following lists provide the varsity schedule for 1984-85. Try to attend the games and show your support. You might also want to think about joining the cheering section or the varsity band.

□ Ravens Basketball

Fri., Oct. 19	Alumni Game
Thurs., Oct. 25	U. of Manitoba Tournament
Fri., Oct. 26	
to Sat., Oct. 27	
Fri., Nov. 2	Carleton at McGill
Sat., Nov. 3	Carleton at Bishop's
Fri., Nov. 9	Concordia vs. Carleton at Carleton
Sat., Nov. 10	McMaster vs. Carleton at Ottawa U.
Thurs., Nov. 15	Carleton at Ithaca College
Fri., Nov. 16	Carleton at Cornell U.
Sat., Nov. 17	Carleton at U. of Rochester
Tues., Nov. 20	Carleton at Queen's
Fri., Nov. 23	RMC at Carleton
Sun., Nov. 25	Clarkson College (N.Y.)
Mon., Nov. 26	Tournament
Fri., Nov. 30	Concordia U.
Sat., Dec. 1	Tournament
Thurs., Dec. 27	Carleton U. Christmas Tournament
Fri., Dec. 28	Carleton, Laurier, Saskatchewan
Sat., Dec. 29	Ottawa
Fri., Jan. 4	Carleton at Laurentian
Tues., Jan. 8	McGill at Carleton
Fri., Jan. 11	York at Carleton
Tues., Jan. 15	Queen's at Carleton
Sun., Jan. 20	Carleton at Toronto
Fri., Jan. 25	Toronto at Carleton
Tues., Jan. 29	Carleton at Ottawa U.
Fri., Feb. 1	Carleton at Ryerson
Sat., Feb. 2	Carleton at York
Tues., Feb. 5	Carleton at RMC
Sat., Feb. 9	Laurentian at Carleton
Tues., Feb. 12	Ottawa at Carleton
Fri., Feb. 15	Ryerson at Carleton
Tues., Feb. 19	OCAA East Semi Finals 4 vs. 1, 3 vs. 2
Sat., Feb. 24	OCAA East Finals

□ Robins Basketball

Sat., Oct. 20	Ottawa Rookies at Carleton
Fri., Oct. 26	Dawson at Carleton
Sat., Oct. 27	Metro Raiders at Carleton
Fri., Nov. 2	Carleton Invitational Tournament
to Sat., Nov. 3	
to Sun., Nov. 4	
Fri., Nov. 9	Carleton at Laurentian
Fri., Nov. 16	U. of Toronto Tournament
to Sat., Nov. 17	
Tues., Nov. 20	Queen's at Carleton
Sat., Nov. 24	Chinese Taipei Team at Carleton
Fri., Nov. 30	Carleton at McGill
Fri., Jan. 4	McMaster Tournament
to Sat., Jan. 5	
Fri., Jan. 11	Laurentian at Carleton
Tues., Jan. 15	Carleton at Ottawa
Wed., Jan. 16	Carleton at Queen's
Fri., Jan. 18	Fanshawe at Carleton
Sat., Jan. 19	Toronto at Carleton
Tues., Jan. 22	Ottawa Rookies at Carleton
Sat., Jan. 26	Carleton at Toronto
Tues., Jan. 29	Ottawa at Carleton
Fri., Feb. 1	York at Carleton
Sat., Feb. 2	Ryerson at Carleton
Fri., Feb. 8	Carleton at York
Sat., Feb. 9	Carleton at Ryerson
Fri., Feb. 15	OWIAA Finals at McMaster
to Sat., Feb. 16	
to Sun., Feb. 17	

□ Ravens Football

Fri., Aug. 31	Concordia at Carleton (Scrimmage)
Sun., Sept. 2	Carleton at Toronto (Ex)
Sat., Sept. 8	Waterloo at Carleton (Ex)
Sat., Sept. 15	Carleton at Concordia
Sat., Sept. 22	Ottawa U. at Carleton
Sat., Sept. 29	Carleton at Queen's
Sat., Oct. 6	Carleton at McGill
Sat., Oct. 13	Bishop's at Carleton
Sat., Oct. 20	Carleton at Ottawa (<i>Panda</i>)
Sat., Oct. 27	Queen's at Carleton
Sat., Nov. 3	OQIFC Semi Finals
Sat., Nov. 10	OQIFC Finals
Sat., Nov. 17	Atlantic Bowl
Sat., Nov. 24	Vanier Cup

□ Ravens Rugby

Sat., Sept. 15	Carleton at Queen's
Sat., Sept. 22	Toronto at Carleton
Sat., Sept. 29	Carleton at Trent
Sat., Oct. 6	RMC at Carleton
Sat., Oct. 13	Carleton at York
Sat., Oct. 20	Carleton at RMC
Sat., Oct. 27	Queen's at Carleton
Wed., Oct. 31	OCAA Semi Finals
Sat., Nov. 3	OCAA Finals

□ Robins Field Hockey

Sun., Sept. 16	McGill Invitational Tournament
Fri., Sept. 21	Queen's Invitational
Sat., Sept. 22	
Sat., Sept. 29	East Division at
to Sun., Sept. 30	Laurentian
Fri., Oct. 5	John Abbott at Carleton
Sat., Oct. 13	East Division at Trent
to Sun., Oct. 14	
Sat., Oct. 20	Carleton Invitational
Fri., Oct. 27	OWIAA Finals at
to Sat., Oct. 28	Lampport Stadium, York
to Sun., Oct. 29	

□ Ravens Waterpolo

Sat., Sept. 29	Early Bird (York)
Sat., Oct. 13	1st Round at Queen's
Sat., Oct. 27	2nd Round at Carleton
Sat., Oct. 31	Carleton at Ottawa U.
Fri., Nov. 2	Challenge Cup at
to Sun., Nov. 4	McMaster
Sat., Nov. 10	3rd Round at Ottawa U.
Thurs., Nov. 15	Ottawa U. at Carleton
Sat., Nov. 17	4th Round at Queen's
Sat., Nov. 24	OCAA Finals at Queen's

□ Robins Volleyball

Sat., Oct. 20	Queen's Open Invitational
Sat., Oct. 27	Alumni Game
Tues., Nov. 6	Ottawa U. at Carleton
Fri., Nov. 9	Penn State Classic
to Sat., Nov. 10	
to Sun., Nov. 11	
Tues., Nov. 20	Queen's at Carleton
Fri., Nov. 23	York at Carleton
Sat., Nov. 24	Ryerson at Carleton
Sat., Nov. 24	Toronto at Carleton
Sat., Dec. 1	Guelph Invitational
Sat., Jan. 12	Carleton Invitational
to Sun., Jan. 13	
Fri., Jan. 18	Waterloo Invitational
to Sat., Jan. 19	
Wed., Jan. 23	Carleton at Ottawa U.
Fri., Jan. 25	Ottawa U. Invitational
to Sat., Jan. 26	
to Sun., Jan. 27	
Wed., Feb. 6	Carleton at Queen's
Sat., Feb. 9	Carleton at York
Carleton at Toronto	
Sun., Feb. 10	Carleton at Ryerson
Fri., Feb. 22	Finals at Ottawa U.
to Sat., Feb. 23	

□ Ravens Fencing

Sat., Nov. 17	RMC Invitational
to Sun., Nov. 18	
Sat., Jan. 5	Carleton Invitational
to Sun., Jan. 6	
Sat., Jan. 12	York Invitational
Sun., Jan. 13	
Sat., Jan. 19	East Division at Toronto
Sat., Jan. 26	East Section at York
Sat., Feb. 9	OCAA Finals at Carleton

□ Robins Fencing

Sat., Nov. 24	1st East at RMC
Sat., Jan. 5	Carleton Invitational
to Sun., Jan. 6	
Sat., Feb. 2	2nd East at Carleton
Fri., Feb. 8	OWIAA Finals at Brock
to Sat., Feb. 9	
to Sun., Feb. 10	

□ Robins Synchronized Swimming

Sat., Nov. 24	Figures Ranking Meet at Queen's
Sat., Jan. 26	Routine Ranking Meet at Toronto
Fri., Feb. 15	OWIAA Finals at York
to Sat., Feb. 16	

□ Nordic Skiing

Sat., Jan. 19	Guelph Invitational
Sat., Jan. 26	Carleton Invitational
Sat., Feb. 9	OWIAA/OUAA Finals
to Sun., Feb. 10	at Laurentian

□ Ravens Soccer

Sat., Sept. 8	McGill Tournament
to Sun., Sept. 9	
Sat., Sept. 15	Exhibition
Sun., Sept. 16	Exhibition
Sat., Sept. 22	Carleton at York
Sun., Sept. 23	Carleton at Toronto
Sat., Sept. 29	Laurentian at Carleton
Sun., Sept. 30	Toronto at Carleton
Wed., Oct. 3	Trent at Carleton
Sun., Oct. 7	Carleton at Trent
Wed., Oct. 10	Carleton at Queen's
Sat., Oct. 13	Carleton at Laurentian
Wed., Oct. 17	Queen's at Carleton
Sat., Oct. 20	York at Carleton
Sun., Oct. 21	RMC at Carleton
Sat., Oct. 27	OUAA
Sun., Oct. 28	Playoffs

Venereal Disease

These days the experts like to talk about "sexually transmitted diseases". It sounds less intimidating. While gonorrhea and syphilis are common, other infections can also be transmitted sexually.

For detailed information, contact Health Services (6th Floor Unicentre, 231-2755) or the Venereal Disease Treatment Clinic (250 Somerset Street East, 234-0747). At either location, pick up copies of various booklets including *The V.D. Handbook* free of charge.

There are really three major points to understand. Firstly, even nice people get VD. There is nothing to be ashamed about. Secondly, make sure to get regular check-ups even if your sexual activity is limited to one partner. Some forms of VD, for example primary syphilis in women, may have no visible effect in the early (easily curable) stages. Finally, if you are diagnosed as having a sexually transmitted disease, it is your responsibility to inform (or to have a medical agency inform) all those you may have infected. If they know, they too can be treated and cured.

□ **Gonorrhea** is transmitted by vaginal or oral-genital intercourse. For 80 percent of women, the symptoms are non-existent; the rest may have a green or yellow-green vaginal discharge. Men who have intercourse with an infected partner, will find a white or yellow-creamy discharge seeping from the opening of the penis 3 to 5 days after intercourse. An untreated infection can lead to sterility for men or women. Prescribed treatment is a penicillin injection or oral antibiotics.

□ **Syphilis** is usually but not invariably transmitted through vaginal or oral-genital intercourse. A condom is some protection against gonorrhea but not syphilis. Many women are unaware they have been infected since the first symptom, a sore on the cervix or the inner vaginal walls, is often not visible. A sore may also appear on lips, tongue, tonsils or even on minor scratches or bites. For men, the sore usually appears on the glans (head) of the penis. It may also appear elsewhere on the penis or scrotum. Without treatment, these sores will usually heal by themselves in 1 to 5 weeks. However, the disease continues to develop and can be transmitted to a sexual partner at any stage.

□ **Secondary syphilis** will develop when initial symptoms are not treated. About 6 weeks after the appearance of the primary sore, or chancre, a generalized but painless skin rash appears. In some cases, lymph glands in arm and neck become rubbery and enlarged but not painful. In about 25 per cent of cases, there is a general feeling of ill health (e.g. low fever, constipation, headaches, muscle pains). The symptoms of secondary syphilis also disappear (usually in 2 to 6 weeks) even without treatment.

□ **Latent syphilis** then develops in about two-thirds of untreated cases. There are no further symptoms but the disease remains communicable.

□ **Late syphilis**, however, can appear 10 to 40 years after infection. It can damage the heart, major blood vessels, spinal cord and brain. It can lead to an early and needless death.

□ **Treatment** for syphilis is penicillin injection or oral antibiotics. It is simple and easy. Most sexually transmitted diseases can be cured. A few (like herpes genitalis) have no simple cure but treatment should be sought and a woman with herpes should inform her doctor during pregnancy and have annual pap tests.

□ **Herpes Genitalis** is a disease of the genital organs caused by the herpes simplex virus. There are two types of Herpes virus, which can cause this disease. Type 1 and Type 2. Herpes 1 is the virus that causes cold sores on the lips. 80% of Herpes Genitalis is caused by Type 2, the remaining 20% is caused by Type 1.

Once a person contacts the herpes virus, the virus travels up the nerves supplying that area and remains latent in the nerve cells after the clinical symptoms have disappeared. The virus can descend down the nerves to the area to create a new case of "active" herpes. In most cases, the "active herpes" never returns (60%) even though the virus continues to live in the nerve cells. However, in some cases, about 30%, the clinical symptoms reappear for a number of years before becoming quiescent, and in a few cases, 10%, recurrences continue on indefinitely.

The manner in which the herpes virus reaches the genital organs is not completely understood. It is currently thought that the virus is usually transmitted by vaginal, anal or oral-genital sexual contact. However, there are cases of Herpes Genitalis in people whose sexual partners have no evidence of herpetic infection.

The most common symptoms of genital herpes is the development of lesions which look like fever blisters or cold sores. These usually appear in about two to ten days after contact with infected area. Within a few days they rupture, forming shallow ulcers. These lesions usually form scabs and heal in one to three weeks.

The lesions on the external genitalia of women and men may cause itching, swelling and pain. Urination may be painful and some people experience headaches, swollen glands and fever for a few days.

For those who suffer from herpes, there are three points to be aware of:

1. It is known that the virus can be transmitted from the onset of the symptoms until after the lesions heal. Sexual contact should be avoided at this time, when the virus is highly contagious.

2. There is a suspected link to cervical cancer. It is wise, therefore, for women to have a yearly pap smear. (Remember cancer of the cervix should be diagnosed in the pre-cancerous stage.)

3. There is a risk to infants as they pass through the birth canal in the presence of active lesions. To avoid this exposure, pregnant women, with a history of herpes, should have regular tests taken in the last 3 weeks of pregnancy. If the virus is present, delivery is by Caesarian Section.

Being aware of these factors and following these guidelines makes it possible to accept and live with this common virus. Much has been written about Herpes Genitalis in the press, leading to an understandable but unnecessary anxiety.

Do not allow yourself to avoid treatment, in any case, out of guilt or embarrassment. A health clinic or a doctor will respect your privacy. In avoiding regular check-ups, you can only harm your health and the health of others. □ **AIDS** is the short terminology for Acquired Immune Deficiency Syndrome.

AIDS is the latest identified "new" disease, first noted in the gay community of New York. The disease tends to be clustered in metropolitan areas. Every few years a "new disease" is identified. Other examples recently written about in the press has been Legionnaire's disease and Toxic Shock Syndrome.

AIDS is a highly lethal disease. There is no known cure.

The populations at risk are homosexual males (75% of cases), heroin addicts (13%), Haitians (6%), and Haemophiliacs (0.3%).

As the name indicates, AIDS means a collapse of the body's immune system, so that it has no ability to "fight" infection.

The illness generally presents in a lingering fashion, over a period of months. The incubation period can be as long as one to two years. The symptoms are fever, weight loss, chronic diarrhea and enlarged lymph nodes, progressing on to death. There is no laboratory test to assist in the diagnosis.

The illness, *although rare*, is predicted to become more widespread.

Recent research suggest that a retro virus might be responsible for AIDS. This offers hope for the development of preventive measures and treatment. (*Submitted by Health Services.*)

Withdrawing

The rules and regulations governing withdrawal from courses are administered quite strictly. If at some point you think you may want to withdraw from some or all of your courses at Carleton, you should acquaint yourself with these rules. For undergraduate and special students, the deadline for withdrawing from first term half courses is November 15; for full courses and for second term half courses, it is March 15. (Graduate students are an exception and may usually withdraw up to the last day of classes in the term of registration.)

If you formally withdraw before these dates, you may do so without academic penalty. You may even receive a partial refund of tuition fees. (See "Fee Refunds".) After that date, however, you may find yourself with an F, FNS or ABS notation on your transcript. These marks will not be erased and further problems in re-registering at Carleton or seeking admission elsewhere may arise.

Please attempt to withdraw before the deadlines. However, if for some reason you have missed the final date, contact your Faculty Registrar's Office. If you are only a day or so delayed, or if some special circumstances such as illness is involved in your belated decision to withdraw, the Registrar, Assistant Registrar or Counsellor with whom you speak will probably be able to help you.

In any case, your notice of intention to withdraw must be made in writing to your Faculty Registrar's Office (or Continuing Education if you are a special student). Just ceasing to attend classes is not an official notice of withdrawal.

As well as academic penalties for failing to withdraw officially, there may be financial ones. The pro-rated refund will be dated from the time you withdrew officially and not from the date you made up your mind and/or stopped going to classes. The Business Office (231-3762) is the only reliable source of information about the refund system. The person to see is Laura Lauzon. For petitions to withdraw retroactively however, you must contact your Faculty Registrar's Office.

Aside from the possibility of petitioning to withdraw retroactively, if you have missed the deadlines, it is also worth noting that some of the situations which affect your decision to withdraw may be rectifiable. Financial aid, personal and/or academic counselling, study skills programmes, and help in other areas are available.

If you do decide to withdraw from one or more of your courses, take time to find out if this will have any impact on your academic progress (at your Faculty Registrar's Office), your student loan and/or grant or scholarship (at the Awards Office), and your eligibility to live in residence (at the Housing Office). Full-time status is defined differently for different purposes, so make sure you have approached all the expert sources of advice.

Finally, if you are interested in a petition or appeal, find yourself bogged down in bureaucracy, or have some other problem, phone or visit the Office of the Ombudsman, Room 511 Unicentre, 231-6717.

Women's Centre

The Women's Centre (Room 504 Unicentre, 231-3779) is run by volunteers as a place to get together and talk, to exchange ideas and to gain support from other women. As well as its collection of books and journals in its extensive library, the centre provides information on issues pertaining to women's groups. Formal courses are sponsored by the centre, as well as exhibits of women's art, speakers, films, concerts, workshops, and a regular newsletter.

Through involvement in university politics, the centre tries to deal with the unique problems women encounter in university. Special interest groups, according to individual interests, are also organized.

The centre always needs more volunteers. If you have questions, suggestions, or ideas, drop by. (*Submitted by the Women's Centre.*)







Jim Kennelly Editor

Mary Bourassa Associate

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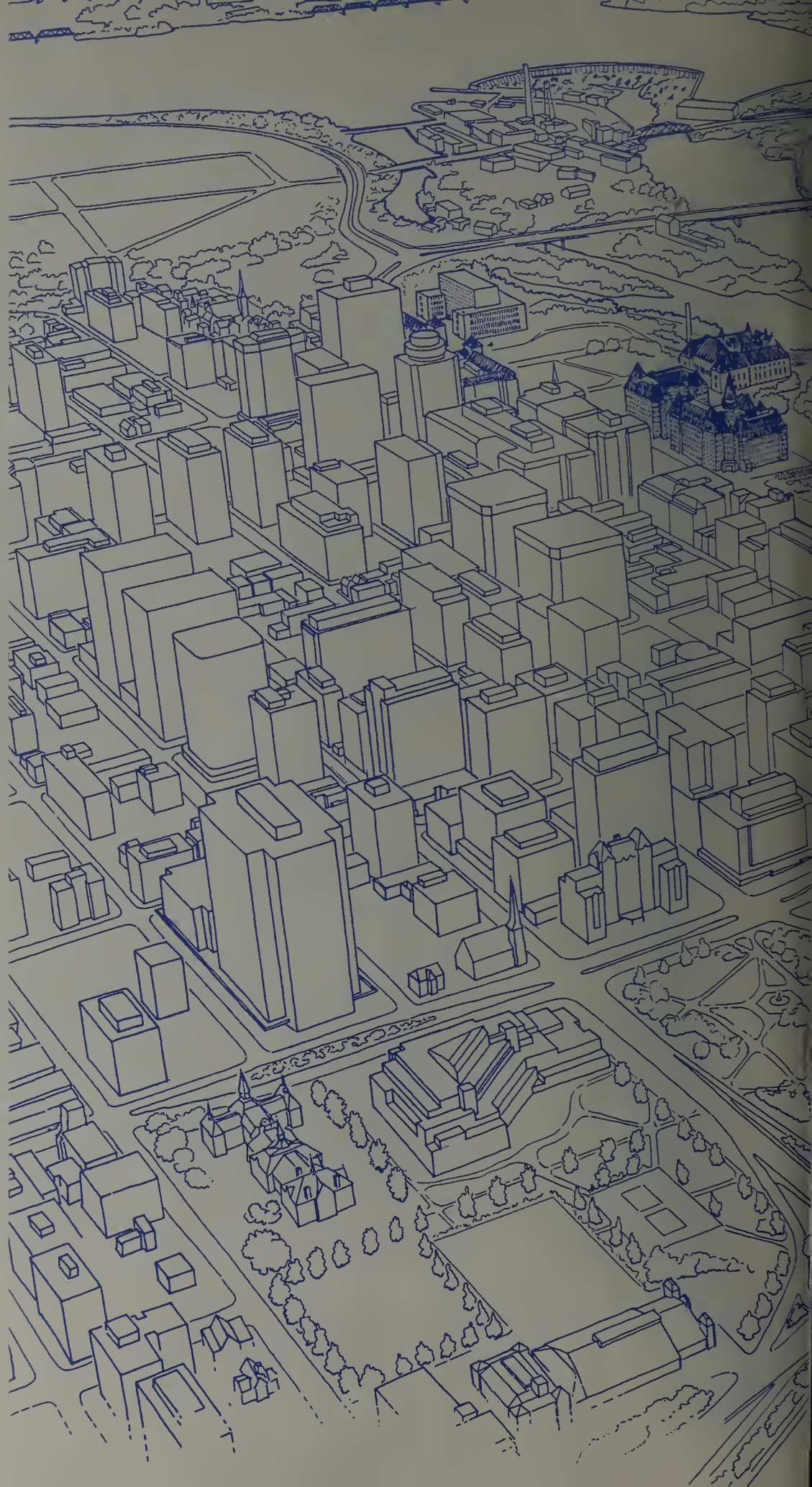


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